



SOUTH CAROLINA DEPARTMENT OF EDUCATION

SCHOOL DISTRICT MEMORANDA

ed.sc.gov



May 11, 2022

Missed last week's memos?

All SCDE weekly memo communications are archived [here](#). Individual memos can be found on the [School District Memoranda Archive](#).

DATA

2021-22 Discipline, Truancy and Chronic Absenteeism Data Verification

AUDIENCE: District Superintendents, Student Services Directors, Incident Management Coordinators, Attendance Supervisors

CONTACT: powerschool@ed.sc.gov, Aveene Coleman, acoleman@ed.sc.gov

The 2021–22 Discipline, Truancy and Chronic Absenteeism data are now posted in the Accountability Data Transfer System (ADT) for review. It is critical that each district reviews, corrects, and confirms the accuracy of the data by **June 14, 2022**, as these data will be used for state and federal reporting.

[2021-22 Discipline, Truancy and Chronic Absenteeism Data Verification - Memo](#) PDF
(82 KB)

EMPLOYMENT

Release of Online Assurance Form for Meeting the Requirements to Employ Retired Educators for School Year 2022-23

AUDIENCE: District Superintendents, Human Resource Directors, District Web Access Coordinators, District Business Officials

CONTACT: retireewaiver@ed.sc.gov

The agency is pleased to announce the online` assurance form for hiring retired educators for School Year 2022-23 is now “live” to those superintendents and designees with assigned user roles. Districts will access the Retiree Assurance Form via the link in the Application Portal.

Please make sure that your district has assigned user roles for this process. Only the superintendent and/or the superintendent's designee can sign and submit the assurance forms for verification. User roles can be requested through your district Web Access Coordinator (WAC), or roles can be assigned by submitting an eSupport Request on the SCDE web applications portal. The title for this role has been identified as "Retiree Assurance Form Submitter" in the Access Management Tool (AMT) and the District and Entity Information Management (DEIM) system.

[2022 Release of Online Assurance Form for Meeting the Requirements to Employ Retired Educators for School Year 2022-23 - Memo](#) PDF (115 KB)

FINANCE

Fiscal Year 2022 Federal Grant Close Out

AUDIENCE: District Superintendents, School Business Officials

CONTACT: Pearlie Gantt, pjgantt@ed.sc.gov

Budgets

The due date is Thursday, **June 30, 2022**, for any budget amendments for all grant expenditures that will be incurred on or before June 30, 2022. No amendments will be allowed for these funds from July 1, 2022, through August 15, 2022. Recipients are required to report deviations from budget and program plans and request prior approvals for budget and program plan revisions.

Expenditure Claims

Expenditure claims in GAPS for any expenditures from July 1, 2021, through June 30, 2022, received after Monday, **August 15, 2022**, will not be paid. **This deadline will be strictly enforced.** Expenditure claims in GAPS must be in the status of "Submitted to SCDE Finance" by August 15, to meet the deadline. Please make sure your Finance Approver has approved your claims by August 15. If your grant has an **earlier** Final Report Date listed on your subgrant award notification (GAN), then that is the date you must have all your expenditure claims submitted to Finance at the SCDE in order to be paid. If your grant has a Final Report Date listed on your GAN later than August 15, then you still must submit your expenditure claims for all expenditures through June 30, 2022, by August 15. You may then submit any expenditure claims from July 1, 2022, through the end of your grant by the Final Report Date listed on your GAN.

[Fiscal Year 2022 Federal Grant Close Out - Memo](#) PDF (27 KB)

MENTAL HEALTH

Youth Mental Health First Aid Training for Educators

AUDIENCE: District Superintendents, Principals, Professional Development Coordinators

CONTACT: Chenise Wiley, dcwiley@ed.sc.gov

The Office of Student Intervention Services will sponsor Youth Mental Health First Aid (YMHFA) for South Carolina educators on **June 15, 2022, from 9:00 a.m.–4:30 p.m.** This virtual training is designed to teach participants how to help a student (age 12–18) who is experiencing a mental health or addictions challenge or is in crisis.

All participants who complete the full-day training will receive a certificate of completion as a certified mental health first-aider, along with a stipend. This certification, however, **does not** certify participants as mental health first aid instructors.

[Youth Mental Health First Aid Training for Educators - Memo](#) PDF (116 KB)

