



**The South Carolina State Department of Education  
Federal Focus Schools  
Office of School Transformation**

**William Smith, Program Manager**

**Challenge to Achieve (CTA) Plan Due Dates and Submission Instructions**

The Office of School Transformation has set the date of February 6, 2015 to submit CTA plans by email and February 13, 2015 to have a hard copy mailed to the Department of Education.

Here are the instructions of summitting those plans.

1. All CTA plans must be typed up in the *Challenge to Achieve* template. Once typed up in Microsoft Word, it must be saved in a PDF format and emailed to [WSmith@ed.sc.gov](mailto:WSmith@ed.sc.gov) by February 6, 2015.

Note: There are two different types of templates. One template is for significant achievement gaps and one is for high schools who were identified for graduation rates.

2. Once the document is saved in the PDF format, it needs to be printed out and signed by the Principal and the Title I coordinator. This should be mailed to the agency within a week from submitting your plans electronically and should be received no later than February 13, 2015.

Mail to:

William Smith  
Program Manager, Federal Focus Schools (ESEA)  
The South Carolina State Department of Education  
1429 Senate Street  
Columbia, SC 29201

3. All activities in the CTA plan must be placed on the online Title I application page by February 13, 2015. District Title I coordinators should be familiar with this online application page.