

MEMORANDUM

TO: CCSD Principals

FROM: Maggie Dangerfield, Director of Strategic Engagement

DATE: March 31, 2023

SUBJECT: SIC Report to Parents due April 30, 2023

Office of Communications

Donald R. Kennedy, Sr.
Superintendent of Schools

Anita Huggins
Deputy Superintendent

Vanessa L. Denney, M.Ed.
Interim Executive Director of
Communications

Each year, school improvement councils (SICs) are required by state law to write and distribute its *Report to Parents* by April 30. The *Report to Parents* is intended to provide information on the school's progress toward meeting school and district goals and objectives, as well as feature highlights and accomplishments from that school year.

Reports should be distributed to your school community digitally and in print. For digital distribution, schools can post to their school's website, social media platforms, and/or share the report (or where to find it) via Blackboard call-outs or emails.

Check out these [examples](#) and [handout](#) for additional guidance on creating the report.

To be considered fully compliant, SC-SIC requires your school's report to be uploaded to the SIC Member Network **no later than June 1**.

Instructions for uploading the *Report to the Parents*:

- Log in to the [SC-SIC Member Network](#) → Click the yellow *Add Report to the Parents* button → Click the yellow *Add Report* button → Select *2022-2023* → Browse to PDF and click *Add Report*
- *Please note:* Your PDF file size cannot exceed 5KB or it will not upload to the network. To remedy, open Adobe → Click *File* → *Save As Other* → *Reduced Size PDF*

If you need assistance, support, or have any questions, please do not hesitate to contact me at (843) 937-6394 or maggie_dangerfield@charleston.k12.sc.us.

Thank you.