

SIC Annual Compliance Checklist



No Later Than October 15:

- _____ Parent and teacher nominations and elections have been completed.
- _____ For schools serving grade nine and above, student nominations and elections have been completed.
- _____ The SIC has at least two (2) parent representatives, two (2) teacher representatives, and, in schools serving grade nine and above, two (2) student representatives as required by state law.
- _____ The number of parent, teacher, and, if applicable, student representatives on the SIC match the number called for in the SIC's bylaws.

No Later Than November 15:

- _____ The principal has completed community member appointments to the SIC.
- _____ The SIC has half as many appointed community members as the total number of elected members (ex-officio members are not included in this count).
- _____ The full SIC (elected, appointed, and ex-officio members) for the current school year has held its first meeting.
- _____ The SIC has elected officers for the current year.
- _____ The SIC has adopted a meeting schedule for the current year that is posted on the school's website and/or a publicly accessible place at the school such as the entrance to the school office.
- _____ The principal or designee has created an *SC-SIC Member Network* account and/or obtained a new password for the current school year.
- _____ The principal or designee has reported the current year's SIC membership information to the *SC-SIC Member Network*.

No Later Than April 30:

- _____ The SIC has completed the annual *SIC Report to the Parents* and the school has distributed it.

No Later Than June 1:

- _____ The annual *SIC Report to the Parents* has been posted to the *SC-SIC Member Network*.
- _____ The SIC has assisted the principal with the narrative for the *SC School Report Card*. (This deadline is subject to adjustment based upon the principal's deadline for submitting the narrative to the SC Department of Education).

For more information, visit the SC-SIC website (sic.sc.gov) or call the SC-SIC office at 800-868-2232.