



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MEMORANDUM**

**TO:** District Superintendents  
Public Information Officers

**FROM:** Robert D. Cathcart III, Esq.  
Policy & Legal Advisor

**DATE:** July 23, 2024

**RE:** Instructional Materials Complaint Form

As referenced in the previous [Regulation 43-170 memorandum](#), the Department of Education is required to create and provide the complaint form in advance of the August 1<sup>st</sup> effective date.

The Instructional Materials Complaint Form is attached to this memo. Districts are required to make the form “readily available” on their website. The form should be easily located on the district’s website. On the page with the Complaint Form, the District should also include an email to which the form can be sent. Parents can file a complaint beginning August 1<sup>st</sup>, so the form should be posted on the website by that date.

We have heard feedback from administrators and educators requesting one central repository with all the information we have sent out about the regulation, so we now have a [website link](#) available where any mandatory or guidance documents sent out will be posted.

There is also a link titled “[Instructional Material Reviews](#),” which hosts information related to appeals to the State Board. After the Board issues a decision, the webpage will include the title, the author’s name, a link to the complaint form with redacted Personally Identifying Information, the Board’s decision, and the Board’s rationale for arriving at their decision.

As a reminder, districts and their elected boards must take the following steps prior to August 1, 2024:

**ELLEN E. WEAVER · STATE SUPERINTENDENT OF EDUCATION**  
428 WHOLESALE LANE · WEST COLUMBIA, SC 29172  
PHONE: 803-734-8500 · FAX: 803-734-3389 · ED.SC.GOV

- 1. Maintain a complete and current list or catalog of all books and other materials available to students through any of the district’s school libraries or media centers.**
- 2. Review and, if necessary, revise existing district instructional material review and challenge policies to comply with the timeline outlined in the regulation.**
- 3. Be prepared to generate a list of any materials available to students in the classroom setting. This list does not need to be generated until there is a “reasonable” request from the parent of a child in the district.**

Please contact Robert Cathcart ([rdcathcart@ed.sc.gov](mailto:rdcathcart@ed.sc.gov), 803-734-2230) with additional questions or requests for technical assistance.