South Carolina High School Diploma Ordering and Official Graduation List Submission

November 2013

Office of Federal and State Accountability

South Carolina Department of Education

1429 Senate Street, Room 501

Columbia, SC 29201

Telephone: 803-734-3131

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Overview

Purpose

The purpose of this manual is to provide principals of public high schools and directors of adult education centers with procedures for ordering and submitting payments for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award (AHA) documents; **and** for submitting the official graduation lists to the Office of Federal and State Accountability at the South Carolina Department of Education (SCDE).

Reminders for 2013–2014

D**iploma orders are to be sent to diplomas@ed.sc.gov.** Do not send your order directly to Herff Jones.

The **Verification of Graduates Statement** is included in the manual. The Verification of Graduates Statement **must** be signed by the principal or adult education director and submitted along with the official graduation list to **graduationlist@ed.sc.gov**. Please submit this statement along with your graduation list no later than **ten days following the school graduation date.**

No diploma or certificate orders will be processed before February 1, 2014 unless you have a December 2013 graduation date. Contact J.C. Ballew, Jr. at **jballew@ed.sc.gov** or by phone 803-734-3131 if you have graduation dates in January of 2014.

Return unused diplomas and/or certificates to:

South Carolina Department of Education
ATTN: J. C. Ballew, Jr.
1429 Senate Street, Suite 501
Columbia, SC 29201

Section I

PROCEDURES FOR ORDERING

SOUTH CAROLINA

HIGH SCHOOL DIPLOMAS,

SOUTH CAROLINA

HIGH SCHOOL CERTIFICATES,

AND

SOUTH CAROLINA

ACADEMIC ACHIEVEMENT HONORS AWARDS

Extracting Student Names from the Student Information System

South Carolina High School Diploma, South Carolina High School Certificate, and/or South Carolina Academic Achievement Honors Award document lists can be created by extracting each student's name from PowerSchool. Detailed instructions for extracting student names from PowerSchool are provided below with the acknowledgement that some modifications or adjustment of names may be necessary, depending on how the names were entered into PowerSchool.

NOTE: **Adult Education users should refer to Section III of this manual for directions for ordering, paying for an order, and submitting a graduation list.**

This section will **identify** and **explain** the following South Carolina-specific fields from PowerSchool that may be used to facilitate ordering graduation documents. Instructions on selecting groups of students are included for creating student name lists for ordering and for determining the last order number used.

The **Student Supplemental** page in PowerSchool includes the following fields:

1. **Diploma Ordered**
   Select the desired document(s) to be ordered for the student.

2. **Diploma Order Number**
   Indicate the order number on which the student will be included. The order number will be "1" for the initial order each year. Use order numbers "2," "3," etc., for supplemental orders placed after the initial order.

   - **Award Earned**
     If appropriate, select the award earned by the student.

   - **Award Ordered**
     Select the desired award document to be ordered for the student.

   - **Scholarship Ordered**
     Certificates of recognition are no longer being offered for scholarships. *No selection should be made in this field for any student.*

Steps for Extracting Student Names for Ordering

1. Each student *must* have a **value** in the **Diploma Ordered** and **Diploma Order Num** fields and optionally in the **Award Ordered/Award Earned** fields. Review the sample screen shot of the **Student Supplemental Data Entry** page for each student. Make selections in the appropriate fields in the Student Supplemental fields for **each** student needing a graduation document.

    - SC Diploma Ordered Code **F** = State of SC **Diploma**
    - SC Diploma Ordered Code **H** = State of SC **Certificate**
    - SC Diploma Ordered Code **B** = State of SC **Diploma** and State of SC **Certificate**
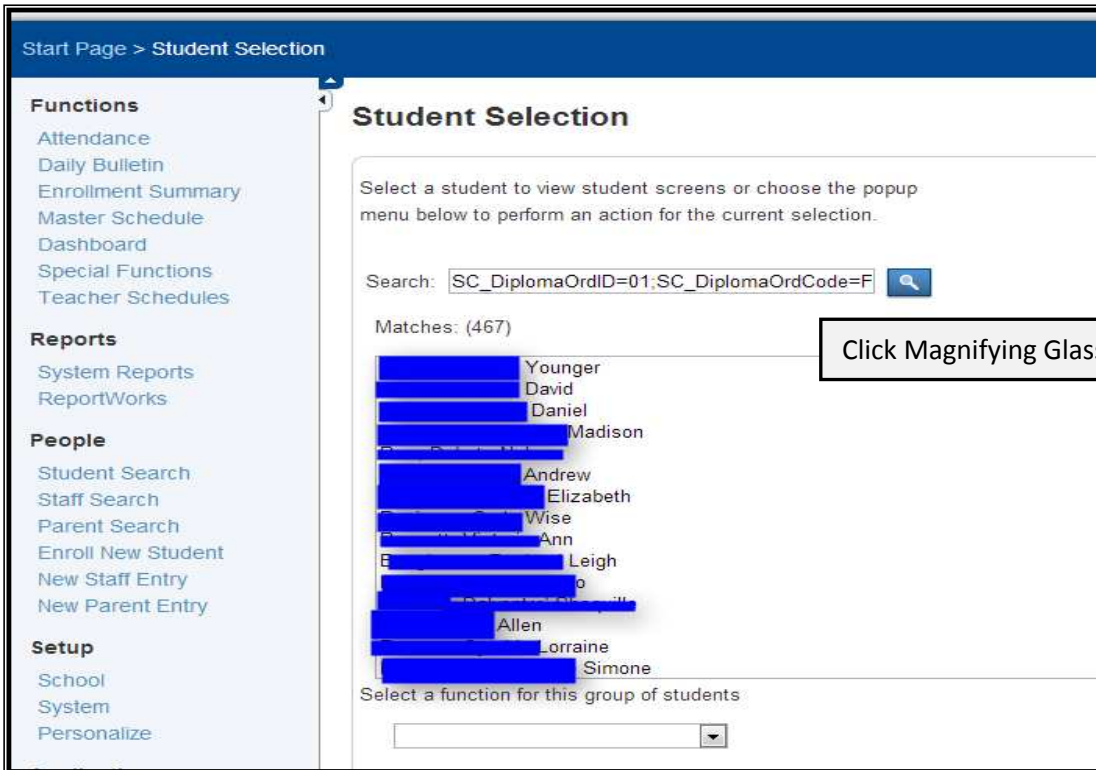   - SC Award Ordered Code **I** = **Academic Honors**

NOTE: **The student will receive only a diploma or a certificate; however, if the student whose completion of credits or final scores for exit examinations is not known at the time school officials need to place an order, selecting the "B" will ensure there is an appropriate award available for the student.**

For the **initial order**, the **Diploma Order Num** should be **"1."** For **supplemental orders**, the **Diploma Order Num** should be **"2," or "3,"** etc., depending on how many supplemental orders are requested.

2. Use PowerSchool's **selection criteria** to choose the appropriate groups of students. PowerSchool's "**Quick Extract**" menu will then allow you to create an **extract file** containing students for whom **diplomas** or **certificates** are being ordered.

3. For South Carolina High School Diploma order number 1, manually type, copy and paste, or use PowerSchool's built in "**Field List**" to create the following selection criteria statement in the "**Search Students**" box at the top of the PowerSchool home page: **SC_DiplomaOrdID=01;SC_DiplomaOrdCode=F then click submit (magnifying glass)**

| SC_CustomSocStuCde |
| SC_CustomWritingCde |
| SC_DeafBlindInd |
| SC_Diploma_Type |
| SC_DiplomaEarnCode |
| SC_DiplomaOrdCode |
| SC_DiplomaOrdID |
| SC_Dropout_Date |

Start Page > Student Selection

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports
System Reports
ReportWorks

People
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

Setup
School
System
Personalize

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: SC_DiplomaOrdID=01;SC_DiplomaOrdCode=F 🔍

Matches: (467)

Younger
David
Daniel
Madison
Andrew
Elizabeth
Wise
Ann
Leigh
o
Allen
Lorraine
Simone

Click Magnifying Glass to Submit Search

Select a function for this group of students

Current Search results may then be further filtered by overwriting the criteria with the following:

SC_DiplomaOrdID=01;SC_DiplomaOrdCode=B   **+SC_DiplomaOrdID=01;SC_DiplomaOrdCode=B**

Here's how: Enter a "**+**" in front of the SC. Then remove the "**F**" and replace it with a "**B**" then click the magnifying glass to submit search.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (477)

	Taylor
	Samantha
	Richelle
	Michael
	William
	Erik
	Younger
	Charles
	Leon
	John
	Marie
	David
	Daniel
	Madison
	a

Select a function for this group of students

Your results should be increased IF there are students with both SC Diploma and a Certificate.

- For each generated list, from the Group Function menu, choose **Save Stored Selection**

ect a function for this group of student:

Save Stored Selection
Immunization Compliance
Invalid Requests
LDAP Directory Synchronization
List Students
Mass Enroll in Classes
Mass Print A Student Screen
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Re-Enroll in School
Reports Menu
Save Stored Selection
Search By GPA
Search By Grades/Attendance
Search For Perfect Attendance
Select Students By Hand
Student Field Value
Student Schedule Report
Transfer Out Of School

- Once the **"B" search** is completed, the selection **needs to be saved.**

- **Use the FUNCTION drop down.**

- **Click** the dropdown then select **"Save Stored Selection."**
- **Save the "F and B" search as *DiplOrd1F&B* then click *SUBMIT***

Stored Selections

477 Students records in current selection

Name of new selection DiplOrd1F&B

- SAVE the current selection with a new name

- ADD records that belong to ANY of the checked selections TO the current selection

- FILTER records in current selection BY records that belong to EVERY checked selection

- CREATE a NEW selection based on records that belong to ANY of the checked selections

- CREATE a NEW selection based on records that belong to EVERY checked selection

- DELETE all checked selections

- PUBLISH all checked selections for other users

Selections

- Seniors Adding H

- Seniors for Code F-Diploma

Submit

4.   Now it's time to repeat the steps for students whom a South Carolina High School **Certificate** is being ordered. Enter the following selection criteria statement in the **"Search Students"** box at the top of the PowerSchool home page:

SC_DiplomaOrdID=01;SC_DiplomaOrdCode=H

Start Page

Search

| Students | Staff | Parents |

SC_DiplomaOrdID=01;SC_DiplomaOrdCode=H   🔍

View Field List   How to Search

Browse Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All   Current Selection (477)

Other Options

Stored Searches   Stored Selections

What's New

So in this example **SC_DiplomaOrdID=01;SC_DiplomaOrdCode=H pulls 6 students.**

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: SC_DiplomaOrdID=01;SC_DiplomaOrdCode=H 🔍

Matches: (6)

Winn
Franklin
Quita
Renee
Tyler
Christopher

Select a function for this group of students

▾
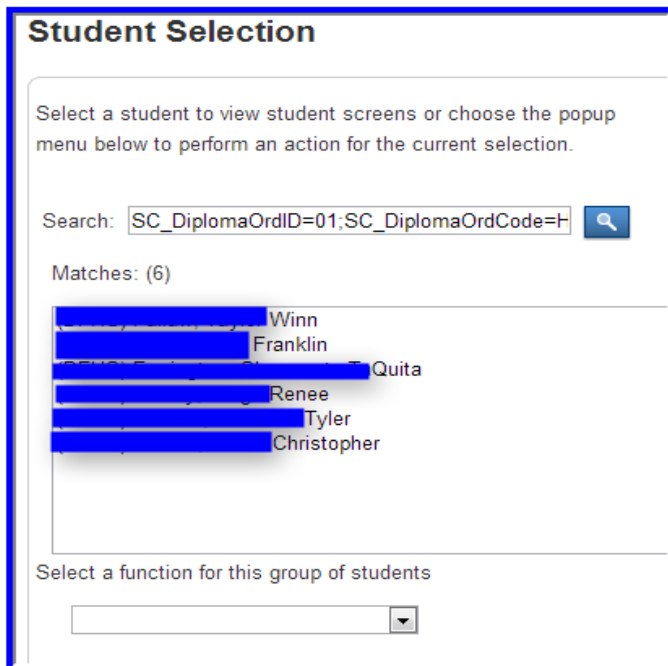
5.   Again, Search results may then be further filtered by overwriting the criteria with the following:
      +SC_DiplomaOrdID=01; SC_DiplomaOrdCode=B

- If you have students that have **BOTH SC Certificates <u>AND</u> Diplomas** those students will be pulled.
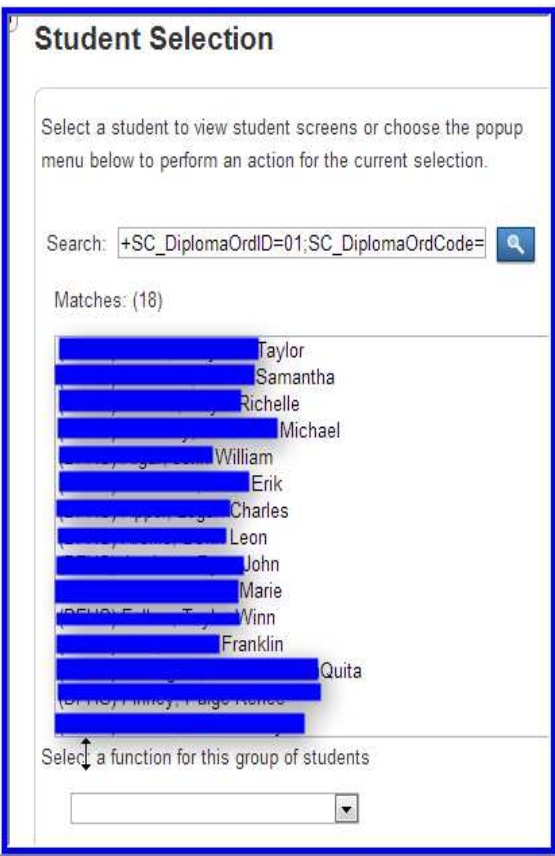
- **Now save the selection.**
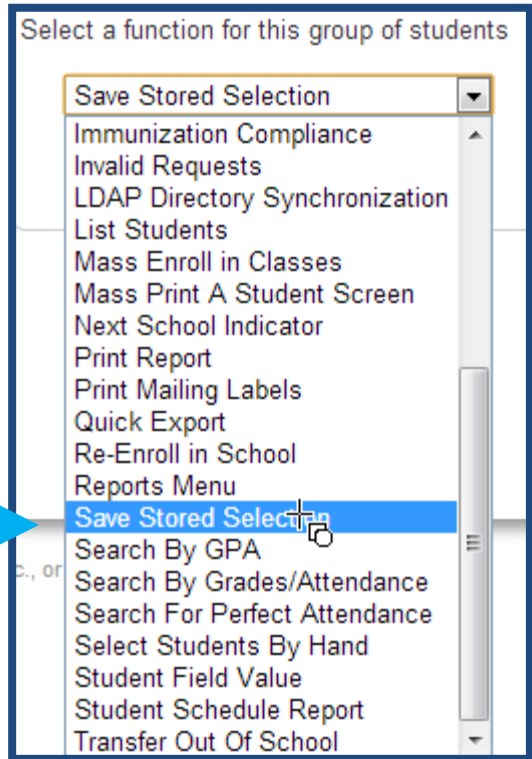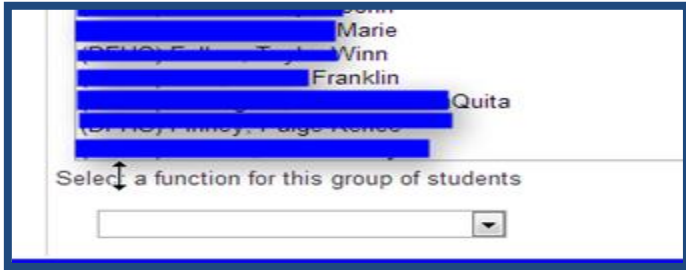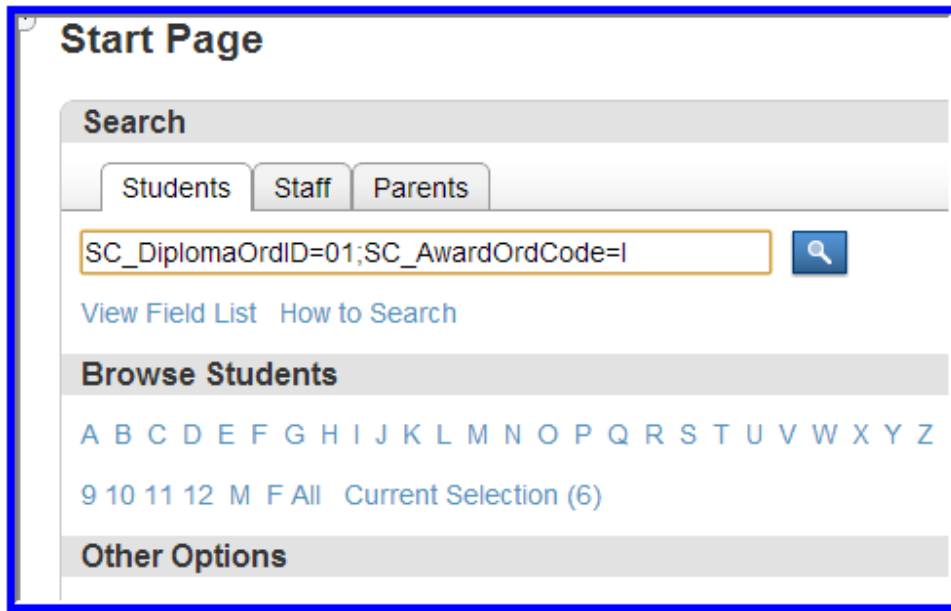
- Click the dropdown then select **"Save Stored Selection."**

- Save this selection as **"DiplOrd1H&B"** then click submit**.**

Stored Selections

Name of new selection [DiplOrd1H&B]

◉ SAVE the current selection with a new name

○ ADD records that belong to ANY of the checked selections TO the current selection

○ FILTER records in current selection BY records that belong to EVERY checked selection

○ CREATE a NEW selection based on records that belong to ANY of the checked selections

○ CREATE a NEW selection based on records that belong to EVERY checked selection

○ DELETE all checked selections

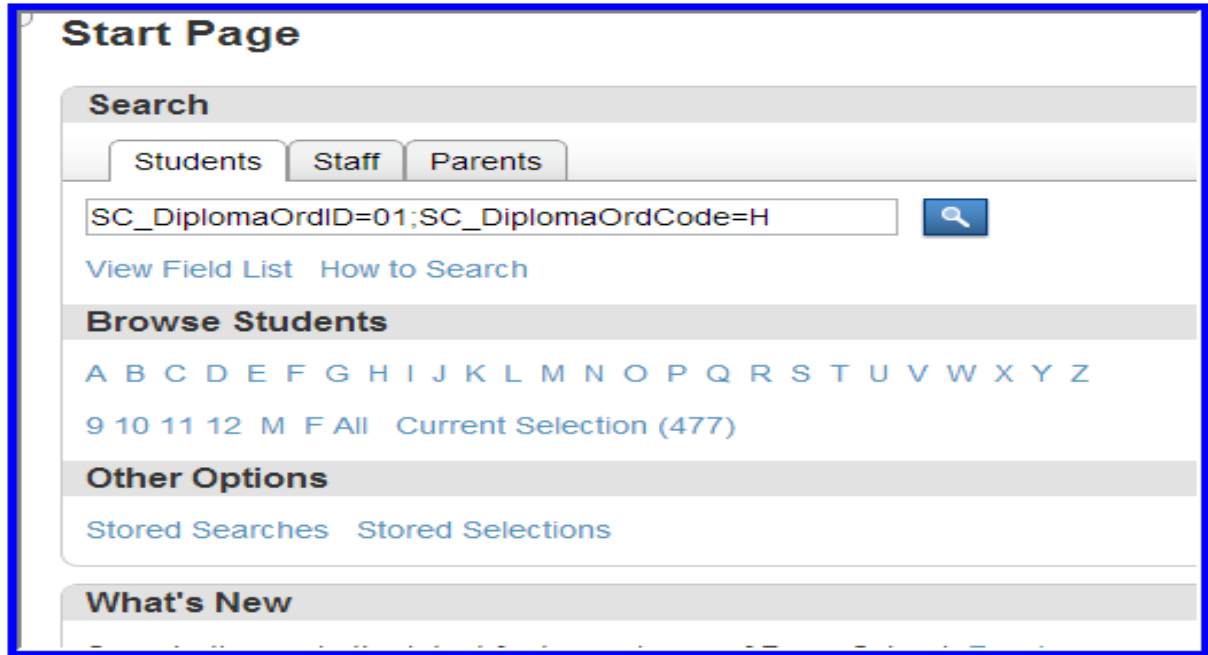○ PUBLISH all checked selections for other users

Selections

☐ DiplOrd1F&B

☐ DiplOrd1H&B

6. To generate a file of students for whom a South Carolina Academic **Achievement Honors Award** is being ordered, enter the following selection criteria statement in the "**Search Students**" box at the top of the PowerSchool home page:
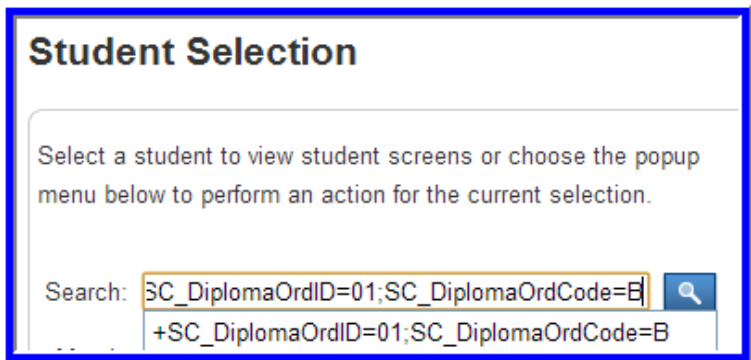
SC_DiplomaOrdID=01;SC_AwardOrdCode=I.

Your result should pull all students that have an Achievement Honors Award being ordered.

- Use the **FUNCTION** drop down.
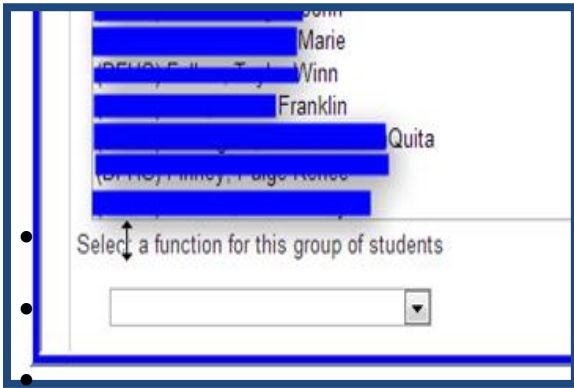
- Then select **"Save Stored Selection."**
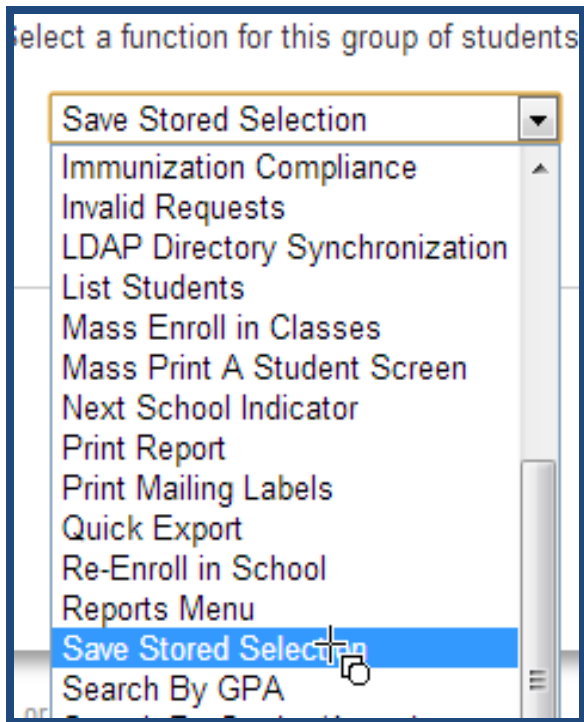
- Name selection **"AwardOrd1I"** then click Submit.

Stored Selections

Name of new selection [AwardOrd1I]

- ● SAVE the current selection with a new name
- ○ ADD records that belong to ANY of the checked selections TO the current selection
- ○ FILTER records in current selection BY records that belong to EVERY checked selection
- ○ CREATE a NEW selection based on records that belong to ANY of the checked selections
- ○ CREATE a NEW selection based on records that belong to EVERY checked selection
- ○ DELETE all checked selections
- ○ PUBLISH all checked selections for other users

Selections

For each generated list, from the Group Function menu, choose Save Stored Selection.
Name the selection (for example: DiplOrd1F&B, DiplOrd1H&B, AwardOrd1I) and click
on the "Submit" button.

7.   To **export** the student information, go to the **"Start Page"** and click **"Stored Selections."**

Start Page

Search

| Students | Staff | Parents |

[   ] [🔍]

View Field List   How to Search

Browse Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y

9 10 11 12 M F All   Current Selection (6)

Other Options

Stored Searches Stored Selections

8.   Once the **"Stored Selections"** page is open, click the "**GO Functions**" link for the selection you are going to select.

9.   You will see the **"Group Functions"** menu. Scroll down and select **"Quick Export."**

10.   The "**Export File Name"** window will be displayed. Enter the **export criteria** then click **submit.**

11.   After clicking on the **submit** button, the following "**Save Options**" window will pop up:
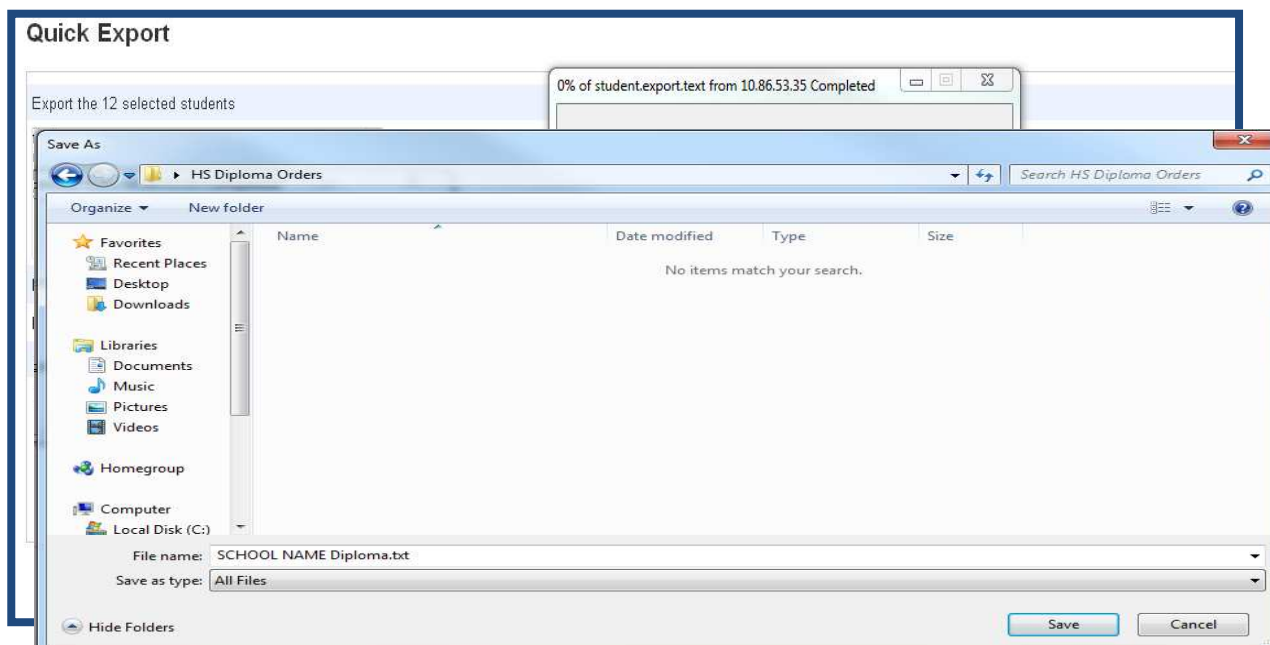
12. Browse the **folder** that will house your **exports**, and name the file according to the document being ordered for those students.

13. **Use the following file names**:

    South Carolina High School Diploma ....**Diplorder.txt**

    South Carolina High School Certificate ....**Certorder.txt**

    South Carolina Academic Achievement Honors Award ....**Ahaorder.txt**

    NOTE: ==*For more information concerning using Word to create a plain text file, check Section IV. If a word processing application other than Microsoft Word or Notepad is being used, consult the user's guide for directions for saving a file in the plain text format (.txt).*==

14. Click the "**Save**" button. In order to retain copies of all extracted files, be careful not to save a newly extracted file on top of a previously extracted file.

15. Via **Windows Explorer**, browse for and open each extracted file using Microsoft Word, WordPad, or Notepad.

16. **At the top of each file,** but not on every page, insert the following information:

A. School's name

B. PO Box or street address where the documents are to be sent

C. Type of document being ordered for that list of students

D. Date of graduation for that list of students

E. Principal's name

F. Name of person who created this order list

Example: Riverside High School

1234 Elm Street
Columbia, SC 29201
SC HS Diploma
June 1, 2014
Mr. John Doe, Principal
Ms. Jane Douglas, Admin. Asst., Guidance
803-777-9311

File name = SCHOOL NAME.Diplorder.txt

NOTE: Names are in first, middle, last name, generation order.
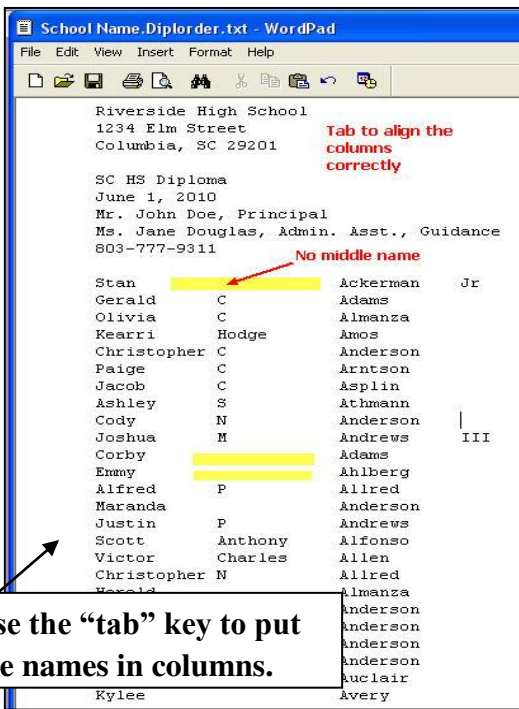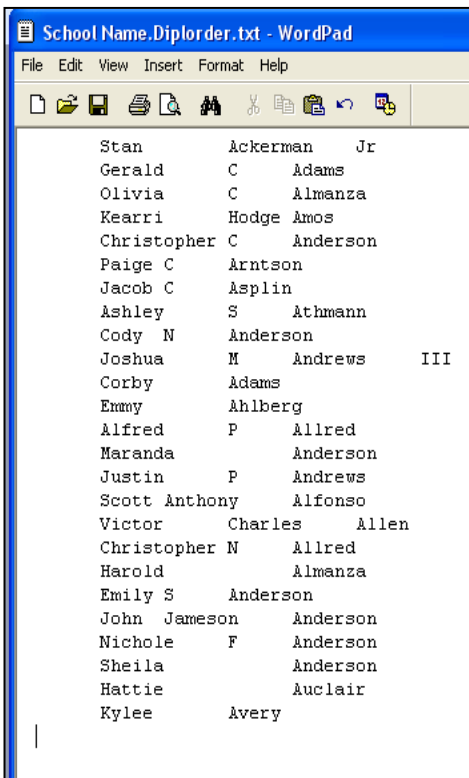
NOTE: Use the "tab" key to put the names in columns.

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17. <mark>Save **each exported** file in Microsoft or Notepad in **plain text format**. (For more information concerning using Microsoft Word to save a file in **plain text format**, see **Section V**.)</mark>

18. After **saving the document**, close and reopen to review and make any changes needed to the document (with the exported data) to ensure that the following **format guidelines** are correct:

- **Do not number** the student names in a listing.

- Use upper-case and lower-case letters in the names **exactly** as they are to **appear on the document**. (**The names should be listed and spelled exactly as they appear on the student's birth certificate**.) In the event that student names are all upper-case letters, please refer to the upper-case conversion chart in Section IV to understand how the printer will convert these names.

- List **student names** in normal **First Middle Last Generation** name order, exactly as they are to appear on the document.

- When ordering documents, **submit orders** with <u>**NAMES ONLY**</u>. **Do not** include any **state student ID numbers.**

- Add special characters in names as needed. See the options in **Section IV**, "**Special Characters in Names**" for diacritical marks such as é and ñ in student names.

- Insert commas, hyphens, and periods in student names as it appears in their **legal names**.

- **Names** must be **submitted** in **separate** and **distinct columns**.

Supplemental Orders

Supplemental Orders are **additional orders** that are made **after <mark>the initial diploma order</mark>**, for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award documents.

For **supplemental orders**, change the **Diploma Order Num field** for each student to the **next number** for students who should be included on that supplemental order. Then in the selection criteria, change **Diploma Order Num=01** to **Diploma Order Num =xx** where **xx** reflects the **next sequential order number**. Repeat the extract, beginning with step 5 under the section titled "**Steps for Extracting Student Names for Ordering**," to create a list of student names for a supplemental order.

E-Mailing Orders

<mark>All orders for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Awards documents **must be e-mailed between February 1 and February 15, 2014, to**</mark>

Send the files as attachments in a single e-mail message. Prepare only **one** e-mail message per school. **Include the following in the "Subject" line** of each e-mail:

- The **district's name**,
- The **school's name**,
- The statement "**summer school**," if applicable.

Examples
a public school ....Lexington 5, Irmo High
a public school summer session..................Lexington 5, Irmo High, summer school

1. In the e-mail **"Message" box** (the body of the e-mail), provide the following identifying information. **(The omission of any of this information may cause the order to be delayed.)**

    - The **district's name**

    - The **school's name**

    - The **mailing address** where the documents are to **be sent**

    - The **contact person's name**

    - The **contact's area code** and **phone number**

    - The **contact's area code** and **fax number**

    - The **contact's e-mail address**

    - The **principal's name**

    - The **superintendent's name**

    - The **total number** of **student names** for **each document type** in this **order**:

        ___# *South Carolina High School Diploma*..............................**Diplorder.txt**
        ___# *South Carolina High School Certificate*.............................**Certorder.txt**
        ___# *South Carolina Academic Achievement Honors Award*........**Ahaorder.txt**

    - The **graduation date**

2. **Attach each file of student listings to the e-mail message.** There should be one **plain text** file for **each document** type being **ordered**. (*For more information concerning using Microsoft Word to save a file in plain text format, please see Section IV.)*

    NOTE: When submitting orders for more than one graduation date, the names of the students must be on separate attachments for each specific graduation date.

3.   **Submit the order** with the attached files via e-mail to **diplomas@ed.sc.gov** . (See the following sample of e-mail below.)
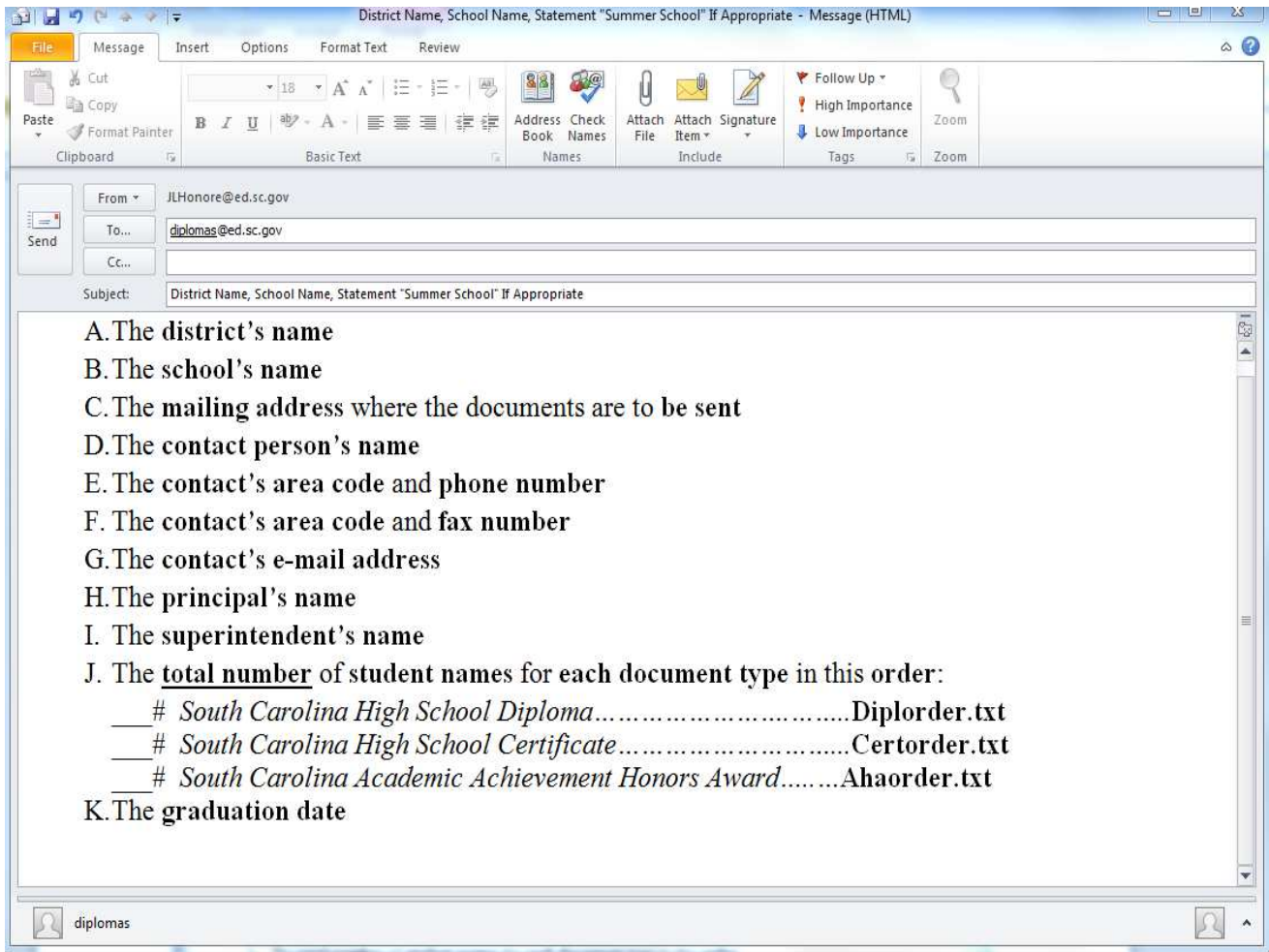
A. The **district's name**
B. The **school's name**
C. The **mailing address where the documents are to be sent**
D. The **contact person's name**
E. The **contact's area code** and **phone number**
F. The **contact's area code** and **fax number**
G. The **contact's e-mail address**
H. The **principal's name**
I. The **superintendent's name**
J. The **total number** of **student names** for **each document type** in this order:
    ___ # *South Carolina High School Diploma...............................Diplorder.txt*
    ___ # *South Carolina High School Certificate............................Certorder.txt*
    ___ # *South Carolina Academic Achievement Honors Award........Ahaorder.txt*
K. The **graduation date**

Submitting Payment to Herff Jones for Orders

1.   Each school will receive an invoice from Herff Jones.

2.   The school will submit its payment, **along with the detachable stub found on the invoice**, to the following address:

       Herff Jones, Inc.
       P.O. Box 99292
       Chicago, Illinois 60693-9292

3.   The school should keep the top portion of the invoice for its records.

4.   Herff Jones will invoice the schools at the time of shipment.

5.   The cost for diplomas, certificates, and awards is $.92 each. Herff Jones pays shipping **except if special shipping** (2nd day or overnight) has been requested or is required to meet a particular deadline.

Prevention of Errors in the Ordering of Diplomas

To ensure high school diploma orders **are processed as quickly as possible, check** the following for accuracy:

- ✓ **Student names** are submitted on an **attachment**.
- ✓ The attached **word document** is saved in **PLAIN TEXT format**.
- ✓ **Student names** in the attachment are in **separate** and **distinct columns**.
- ✓ **Student names** are submitted in **proper order** (**first, middle, last name**).
- ✓ **Student names** are submitted in **upper-case/lower-case format**.
- ✓ **Student names are not numbered**.
- ✓ The **list does not** contain **column headings**, codes, or **student ID numbers**.
- ✓ The **order** is sent to the **correct e-mail address (diplomas@ed.sc.gov)**.
- ✓ Students who are to receive **both** a diploma and a certificate **must be listed on both orders**.

Section II

Procedures for the Submission of the

High School Graduation List

Exporting Student Names and Student Identification Numbers for the Official Graduation List from Power School

The official graduation list for South Carolina High School Diplomas, South Carolina High School Certificates, and/or South Carolina Academic Achievement Honors Award documents can be created by extracting the student names from PowerSchool. Detailed instructions for extracting student names from PowerSchool are provided below with the acknowledgement that some modifications or adjustment of names may be necessary, depending on how the names were entered into PowerSchool.

Official Graduation Lists are due no later than <u>TEN DAYS</u> after graduation.

NOTE: **Adult Education Program users should refer to Section IV of this manual for directions for ordering, paying for an order, and submitting a graduation list.**

This section **identifies** and **explains** the following South Carolina **specific fields** that may be used to facilitate preparing **final graduation** or **certificate lists** in PowerSchool.

The **Student Supplemental Data Entry** page in PowerSchool, includes the following fields to indicate students who successfully completed requirements to receive a diploma or certificate.

- **Diploma Earned**
  Select the document(s) awarded to the student at graduation.

- **Award Earned** Select the award document issued to the student at graduation. This information is not needed for the lists.

Steps for Extracting Student Names and Student State ID

Graduation lists will be created by exporting the **student names** and **student state ID** from PowerSchool as described below.

1. For each student reported as having received a South Carolina High School Diploma, verify that the appropriate selection has been made in the **Diploma Earned** field of the **Student Supplemental** page. (The **Award Earned** field may be used for schools that are tracking this information for students; however, there is no need to report this data to the SCDE.)
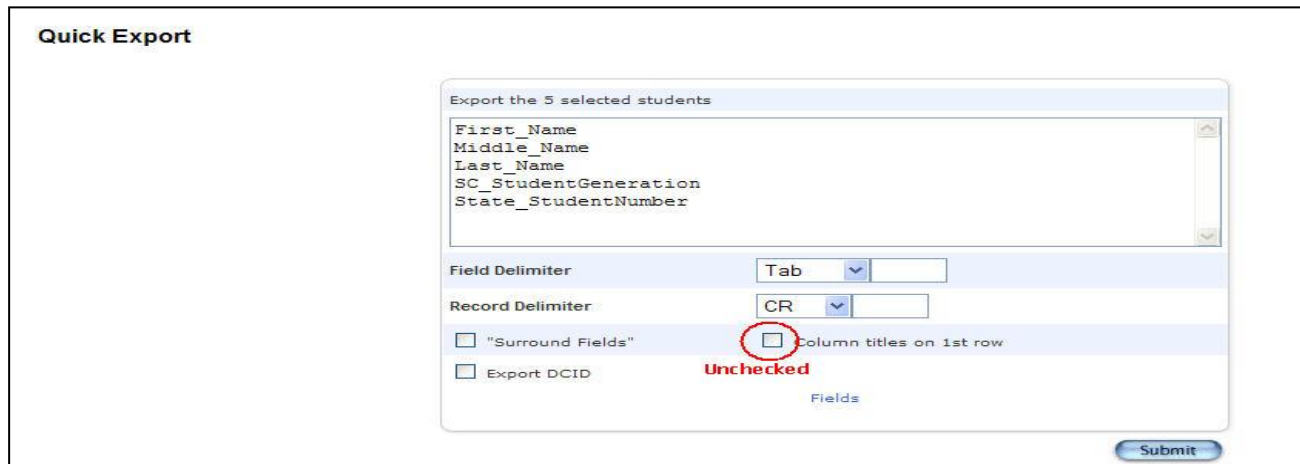
2. Use **Selection Criteria** to create the group of students issued a **South Carolina High School Diploma.**

    Use PowerSchool's "**Quick Export**" to export these students' demographic info from PowerSchool. Include the following fields to build the export file of those students issued a **South Carolina High School Diploma**:

    First_Name, Middle_Name, Last_Name, SC_StudentGeneration, State_StudentNumber.

    Then click the **"Submit"** button**.** Save the selection as a **text file** with the appropriate file name(s): *South Carolina High School **Diploma……….(school's name) Dipl.txt.***

3.	To generate a file of students for whom a **South Carolina High School Certificate** was issued, use the preceding instructions, substituting **SC_DiplomaEarnCode=H** for the **selection criteria** in the "**Search Students**" text box. After naming and saving the group selection, open the **"Quick Export"** function. Select the following fields to export:

> **First_Name, Middle_Name, Last_Name, SC_StudentGeneration, State_StudentNumber**

Then click the **"Submit"** button**. Save the selection** in **plain text format** with the appropriate file name(s):

*South Carolina High School **Certificate**...............(School's name)* **Cert.txt**

4.	To generate a file of students for whom a **South Carolina High School Academic Achievement Honors Award** was issued, use the preceding instructions, substituting **SC_AwardEarnCode=J** for the selection criteria in the "**Search Students**" text box. After naming and saving the group selection, open the **"Quick Export"** function. Select the following fields to export:

First_Name, Middle_Name, Last_Name, SC_StudentGeneration, State_StudentNumber

Then click the **"Submit"** button**. Save the selection** in **plain text format** with the appropriate file name(s):

*South Carolina **Academic Achievement Honors Award…(School's name)** ....***Aha.txt**

5.	Open each extracted file using Microsoft Word, WordPad, or Notepad and *at the top of each file,* but not on every page, insert the following information:

- **School's name**,
- **PO Box or street address where the documents are to be sent,**
- **Type of document** containing final list of students who graduated,
- **Date of graduation** for that list of students,
- **Principal's name**,
- **Name** and **phone number** of **person** who created the **graduation list**.

Example:	Riverside High School
1234 Elm Street
Columbia, SC 29201
SC HS Diploma
June 1, 2013
Mr. John Doe, Principal

6. Save each exported file using Microsoft Word, WordPad, or Notepad in plain text format. (*For more information concerning using Microsoft Word to save a file in plain text format, please see Section IV.*)

7. Review and make any changes needed to the document (with the exported data) to ensure that the following **format guidelines** are correct:

    - **Do not number** the student names in a listing.

    - Use upper-case and lower-case letters in the **names exactly as they are to appear on the document**. (The **names** should be **listed and spelled** exactly as they **appear** on the **student's birth certificate**.) In the event that student names are in all upper-case letters, please refer to the upper-case conversion chart in Section IV to understand how the printer will convert these names.

    - List student names in normal **First Middle Last Generation** name order, exactly as they are to appear on the document.

    - **Provide state student ID numbers** in graduation listings.

    - **Do not** include **social security numbers** in the graduation list.

    - Add special characters in names as needed. See the options in **Section IV**, "**Special Characters** in Names" for diacritical marks such as é and ñ in student names.

    - Insert commas, hyphens, and periods in student names as it appears in their **legal names**.

    - Name each list and **verify the name** for accuracy before submitting. (i.e., Graduation List or Certificate List). Do not forget to change the name of a list when you cut and paste information from the top of a previous list.

E-Mailing of Official Graduation List

All official graduation lists for South Carolina High School Diplomas and South Carolina High School Certificates **must be e-mailed no later than TEN DAYS after graduation, to graduationlist@ed.sc.gov.**

1. Send the files as attachments in a **single** e-mail message. **Prepare only one e-mail message per school**. **Include the following in the "Subject" line** of each e-mail:

    - The **district's name**

- The **school's name**

- The statement "**summer school,**" if **appropriate**

- The statement "**supplemental graduate listing,**" if **appropriate**

- The statement "**for a change in a student's name**," if **appropriate**

  Examples

  a public school ....……Lexington 5, Irmo High
  a public school summer session……Lexington 5, Irmo High, summer school
  a supplemental graduate listing……Lexington 5, Irmo High, supplemental graduate listing
  a change in a student's name ....………Lexington 5, Irmo High, for a change in a
  student's name

2. In the e-mail **"Message" box** (the body of the e-mail), provide the following identifying information:

- The **district's name**

- The **school's name**

- The **mailing address** where the documents are to be sent

- The **contact person's name**

- The **contact's area code** and **phone number**

- The **contact's area code** and **fax number**

- The **contact's e-mail address**

- The **principal's name**

- The **superintendent's name**

- The **total number** of student names for **each document type** in this order:

  ___# *South Carolina High School **Diploma**................................***Diplorder.txt**
  ___# *South Carolina High School **Certificate**..............................***Certorder.txt**
  ___# *South Carolina Academic Achievement Honors Award*........**Ahaorder.txt**

- The **graduation date**

3. **Attach each file of student listings to the e-mail message.** There should be one Microsoft Word, WordPad, or Notepad file in **plain text format** for **each document type being ordered.**
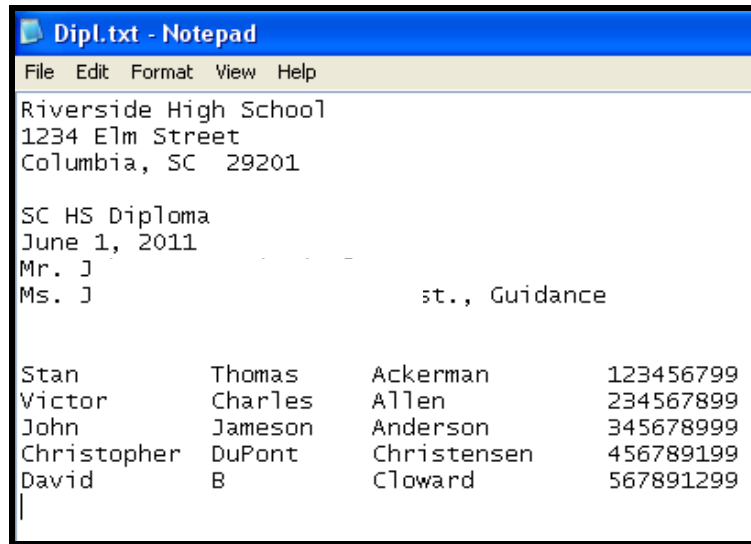
4. **Submit the official graduation list with the attached files via e-mail to graduationlist@ed.sc.gov** (see the following e-mail sample below).
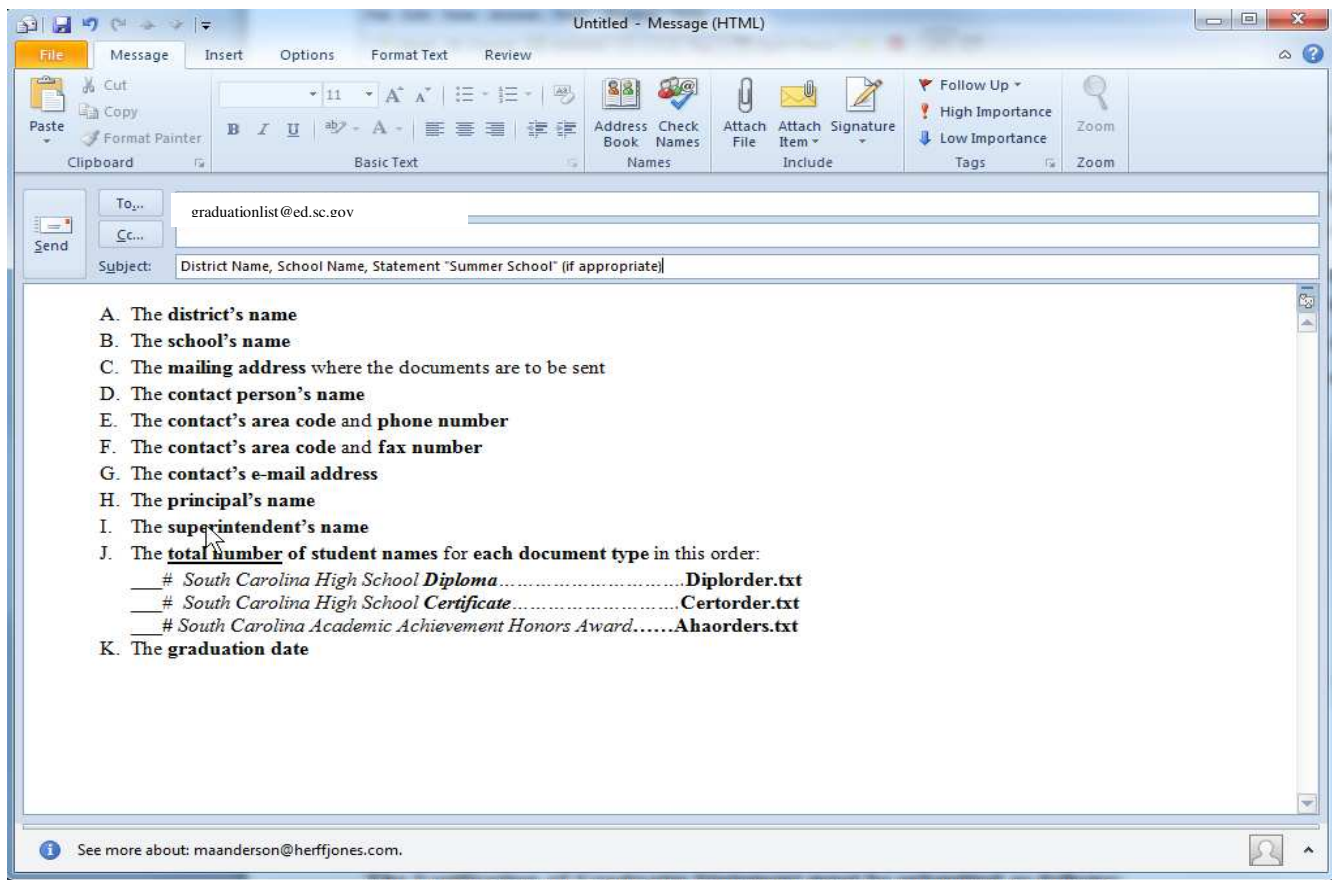
Official Verification of Graduates Statement

The Verification of Graduates Statement must be submitted as follows:

- scanned and e-mailed as an attachment with the official graduation list to graduationlist@ed.sc.gov.

The authenticity of the graduate listing must be **verified by the signature** of the **principal**, and **if applicable**, the **Director of Adult Education** on the Verification of Graduates Statement, which must be submitted at the same time the official graduation list is e-mailed to the Office of Federal and State Accountability.

The official Verification of Graduates Statement is as follows:

> **"The students listed in the enclosed Graduation List have met the requirements set forth by the South Carolina Department of Education for the 2013-14 school year."**

> **Principal/Director Signature: _____**

> **Date: _____**

Please submit this statement along with your graduation list no later than **ten days following the school graduation date.** The statement **must** be signed and dated by the principal/director in order for the graduation list to be accepted. Any list that is submitted without the Verification of Graduates Statement **will not** be accepted.

Official Graduation List for Supplemental Orders

Submit the **official listings** for **all graduates**, including students whose documents were ordered after graduation, on a **supplemental order**. Whenever a supplemental order is made, the **school**, again, **must provide** a **supplemental official list** of **graduates** to the **SCDE**.

Prevention of Errors in the Submission of Graduation List

To ensure high school graduation lists are processed as quickly as possible, check the following for accuracy:

- ✓ The attached **document** is saved in **PLAIN TEXT** (.txt) **format**.

- ✓ **Student names** in the attachment are in **separate** and **distinct columns**.

- ✓ **Student names** are submitted in **proper order** (**first, middle, last name**).

- ✓ **Student names** are submitted in **upper-case/lower-case format**.

- ✓ **Student names are not numbered**.

- ✓ The **list does not** contain **column headings.**

- ✓ **State Student Identification numbers are included.**

- ✓ The final list is submitted to graduationlist@ed.sc.gov .

NOTE: *Ensure that all supplemental graduate lists are reported.*

Unearned Diplomas, Certificates, and/or Academic Achievement Honors Awards

ALL South Carolina High School Diplomas, South Carolina High School Certificates, and South Carolina Academic Achievement Honors Awards that were prepared for students who failed to earn them should be returned to:

South Carolina Department of Education
ATTN: J. C. Ballew, Jr.
1429 Senate Street, Suite 501
Columbia, SC 29201

Any students whose names were submitted on a graduation list in error should be reported to the SCDE via an e-mail which includes the principal's electronic signature.

Section III

ADULT EDUCATION

PROCEDURES FOR ORDERING

SOUTH CAROLINA HIGH SCHOOL

DIPLOMAS AND SOUTH CAROLINA

HIGH SCHOOL CERTIFICATES

Adult Education Orders

Since Adult Education programs do not use the state Student Information System (SIS), PowerSchool, the orders for South Carolina High School Diplomas and South Carolina High School Certificates must be exported from the database which is used by the district for Adult Education. For an order, please consult the database program manual concerning exporting a student list.

Follow the **format** below for each **plain text file**:

1. Open the folder containing the file to be **extracted or saved**. Type each file in Microsoft Word or Notepad and name the file according to the document being ordered for those students. **Use the following file names:**

   *South Carolina High School **Diploma***............................**Diplorder.txt**
   *South Carolina High School **Certificate***...........................**Certorder.txt**

2. Click the "**Save**" button to save each file. In order to retain copies of all extracted files, be careful not to save a newly extracted file on top of a previously extracted file.

3. Open each extracted file and **at the top of each file**, but not on every page, insert the following information:

   - **Adult Education Center's name**

   - **School's name**

   - **PO Box** or **street address** where the documents are to be sent

   - **Type of document** being ordered for that list of students

   - **Date of graduation** for that list of students

   - **Principal's name**

   - **Superintendent's name**

   - **Name of person who created the order list**.

Example: Greenville County Adult Education Center
Riverside High School
1234 Elm Street
Columbia, SC 29201
SC HS Diploma
June 1, 2014
Mr. John Doe, Principal
Mr. Joe Smith, Superintendent
Ms. Jane Douglas, Admin. Asst., Guidance

4. Save each exported file as a **plain text file (.txt)**. (*For more information concerning using Microsoft Word to save a file in plain text format, please see Section IV.*)

5. Review and make any changes on the needed document (with the exported data) to ensure that the following format guidelines are correct:

- **Do not number** the student names in a listing.

- Use upper-case and lower-case letters in the names exactly as they are to appear on the document. (**The names should be listed and spelled exactly as they appear on the student's birth certificate**.) In the event that student names are in all upper-case letters, refer to the upper-case conversion chart in **Section IV** to understand how the printer will convert these names.

- List student names in normal **First Middle Last** Generation name order, exactly as they are to appear on the document.

- **Do not** include **social security numbers** in student listings when **ordering documents**.

- Add special characters in names as needed. See the options in Section IV, "**Special Characters in Names**" for diacritical marks such as é and ñ in student names.

- Insert commas, hyphens, and periods in student names as it appears in their **legal names**.

E-Mailing Orders

When submitting **multiple orders** (i.e. different schools) with the **same** graduation date, send **ALL** the files as attachments in a **single e-mail** message. Include the following **in the "Subject" line** of each e-mail**:**

- The **district's name**,

- The **school's name** (if only one school is being submitted), and

- The statement "**Adult Education**."

    <u>**Example:**</u> An adult education center   Lexington 5, Adult Education

1.   In the e-mail **"Message" box** (the body of the e-mail), provide the following identifying information. **(The omission of any of this information may cause the order to be delayed.)**

- The **district's name**

- The **school's name**

- The **mailing address** where the documents are to **be sent**

- The **contact person's name**

- The **contact's area code** and **phone number**

- The **contact's area code** and **fax number**

- The **contact's e-mail address**

- The **principal's name**

- The **superintendent's name**

- The **adult education director's name**

- The <u>**total number**</u> of **student names** for **each document type** in this **order**:

    ___# *South Carolina High School Diploma*...............................**Diplorder.txt**
    ___# *South Carolina High School Certificate*............................**Certorder.txt**

- The **graduation date**

2.   Attach each file of student listings to the e-mail message. There should be **one plain text file** for each document type being ordered. **(NO Excel files will be accepted.)**

   NOTE 1:   **When submitting orders for more than one graduation date, the names of the students must be on separate attachments for each graduation date and each different school.**

   NOTE 2:   **Submit all attachments for separate schools in one e-mail, instead of separate e-mails for the different schools.**

   NOTE 3:   **When submitting orders for the current year and the previous year, orders must be submitted in separate e-mails with the current year order in one e-mail and the previous year order in a separate e-mail**

3**.**   **Submit the order** with the attached files via e-mail to **diplomas@ed.sc.gov** .   (Refer to the following sample of e-mail.)
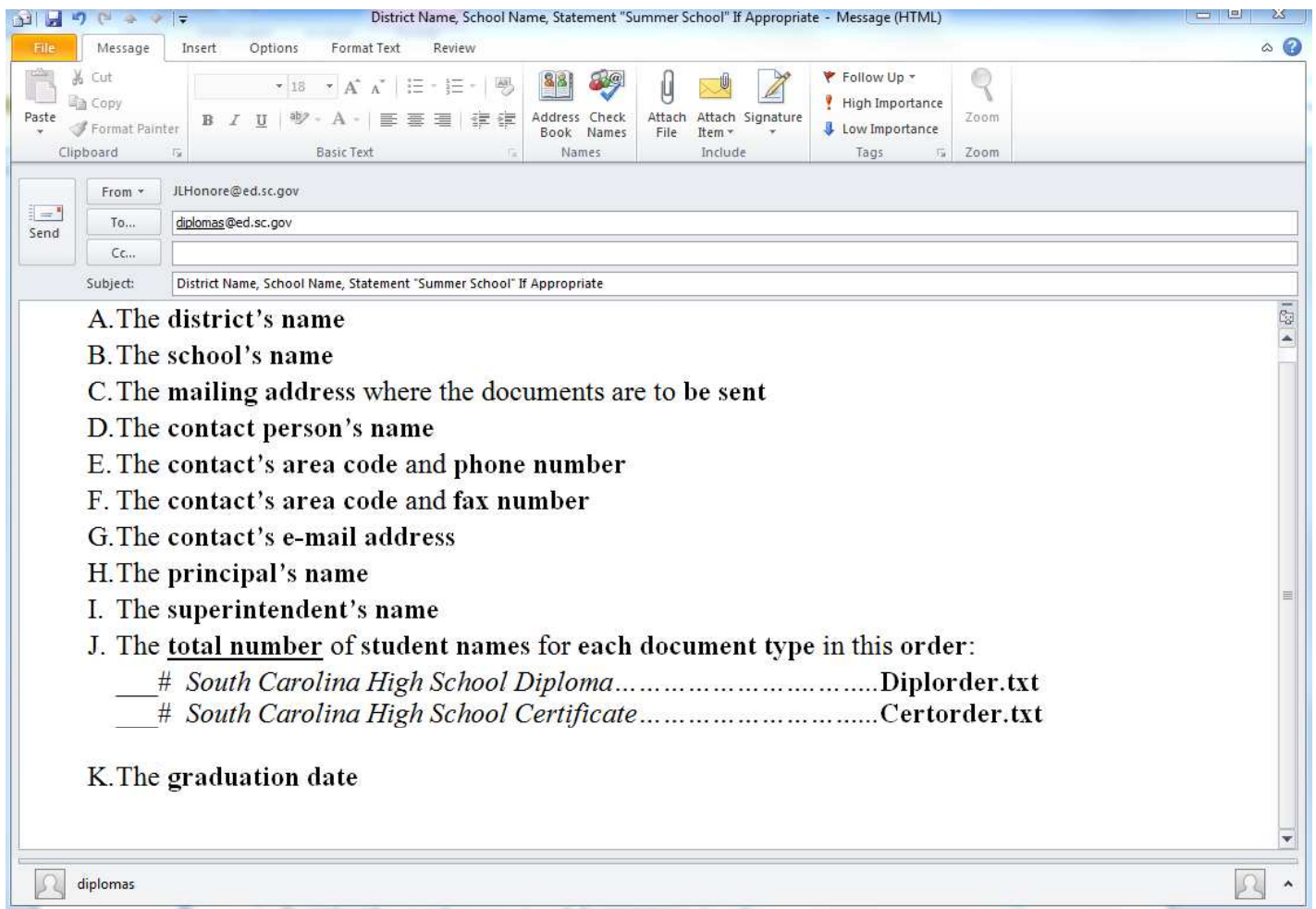
A. The district's name
B. The school's name
C. The mailing address where the documents are to be sent
D. The contact person's name
E. The contact's area code and phone number
F. The contact's area code and fax number
G. The contact's e-mail address
H. The principal's name
I. The superintendent's name
J. The total number of student names for each document type in this order:
   ____ # South Carolina High School Diploma................................Diplorder.txt
   ____ # South Carolina High School Certificate...............................Certorder.txt

K. The graduation date

Submitting Payment to Herff Jones for Orders

1.   Each school will receive an invoice from Herff Jones.

2.   The school will submit its payment, along with the detachable stub found on the invoice, to the following address:

> **Herff Jones, Inc.**
> **P.O. Box 99292**
> **Chicago, Illinois 60693-9292**

3.   The school should keep the top portion of the invoice for its records.

4.   The cost for diplomas, certificates, and awards is $.92 each. Herff Jones pays for shipping except if special shipping (2nd day or overnight) has been requested or is required to meet a particular deadline.

Prevention of Errors in the Ordering of Diplomas

To ensure high school diploma orders will be processed as quickly as possible, check the following for accuracy:

- ✓   **Names** are submitted on an **attachment**.

- ✓   The attached **document** is saved in **PLAIN TEXT format**.

- ✓   **Names** on the attachment are in **separate** and **distinct columns**.

- ✓   **Student names** are submitted in **proper order** (**first, middle, last name**).

- ✓   **Student names** are submitted in **upper-case/lower-case format**.

- ✓   **Student names are not numbered**.

- ✓   The **list** does **not** contain **column headings**, codes, or **student ID numbers**.

- ✓   The **order** is sent to the **correct e-mail address (diplomas@ed.sc.gov).**

Official Graduation List

Since Adult Education programs do not use the state Student Information System (SIS), PowerSchool, the official graduation list for South Carolina High School Diplomas and South Carolina High School Certificates must be exported from the database which is used by the district for Adult Education. Please consult the database program manual concerning exporting a student list for an official graduation list.

Official graduation lists are due no later than <u>TEN DAYS</u> after graduation. Use the following format for each text file below:

1.   Open the folder where the file will be extracted or saved. Type each file in **Microsoft Word** or **Notepad** and name the file according to the document the official graduation list for those students. **Use the following file names**:

   *South Carolina High School **Diploma**............................***Diplorder.txt***
   *South Carolina High School **Certificate**...........................***Certorder.txt***

2. Click the "**Save**" button. In order to retain copies of all extracted files, be careful not to save a newly extracted file on top of a previously extracted file.

3. Open each extracted file and *at the top of each file,* but not on every page, insert the following information:

   A.   **School's name**

   B.   **PO Box** or **street address where the documents are to be sent**

   C.   **Type of document** containing final list of students who graduated

   D.   **Date of graduation** for that list of students

   E.   **Principal's name**

   F.   **Superintendent's name**

   G.   **Name of person who created the graduation list**

   H.   **Adult Education Director's name**

Example: Greenville County Adult Education Center
Riverside High School
1234 Elm Street
Columbia, SC 29201
SC HS Diploma
June 1, 2014
Mr. John Doe, Principal
Mr. Herb Smith, Superintendent
Ms. Jane Douglas, Admin. Asst., Guidance
Mary Smith, Director

4. Save each **exported file** as a **plain text file (.txt)**. (*For more information concerning using Microsoft Word to save a file in plain text format, please see Section IV.*)

5. Review and make any changes needed on the document (with the exported data) to ensure that the following **format guidelines** are correct:

A. **Do not number** the student names in a listing.

B. Use upper-case and lower-case letters in the names exactly as they are to appear on the document. (**The names should be listed and spelled exactly as they appear on the student's birth certificate.**) In the event that student names are in all upper-case letters, please refer to the upper-case conversion chart in **Section IV** to understand how the printer will convert these names.

C. List **student names** in normal **First Middle Last Generation** name order, exactly as they are to appear on the document.

D. **Submit each student's name with each student's ID**. If the student ID is not known, *submit only the last five (5) digits of the student's Social Security number* (**do not** add special characters in place of the omitted numbers; i.e. dashes, dots, etc.).

E. Add special characters in names as needed. See the options in **Section IV**, "**Special Characters in Names**" for diacritical marks such as é and ñ in student names.

F. Insert commas, hyphens, and periods in student names as it appears in their legal names.

Official Verification of Graduates Statement

The authenticity of the graduate listing must be **verified by the signature** of the **principal**, and **if applicable**, the **director of Adult Education** on the Verification of Graduates Statement, which must be submitted at the same time the official graduation list, is e-mailed to the Office of Federal and State Accountability.

E-Mailing the Official Graduation List

All official graduation lists for South Carolina High School Diplomas and South Carolina High School Certificates **must be e-mailed no later than TEN DAYS after graduation to graduationlist@ed.sc.gov.**

1. Send the files as attachments in a **single** e-mail message. **Include the following items in the "subject line" of each e-mail**:

   - The **district's name**

   - The **school's name**

- The statement "**Adult Education**"
- The statement **"for a change in a student's name,"** if appropriate.

      Examples
      an adult education center .... Lexington 5, Adult Education
      a change in a student's name .... Lexington 5, for a change in a student's name

2.   In the e-mail **"Message" box** (the body of the e-mail), provide the following identifying information:

- The **district's name**
- The **school's name**
- The **mailing address** where the documents are to be sent
- The **contact person's name**
- The **contact's area code** and **phone number**
- The **contact's area code** and **fax number**
- The **contact's e-mail address**
- The **principal's name**
- The **superintendent's name**
- The **Adult Education director's name**
- The **total number of student names** for **each document type** in this order:
-

      ___# *South Carolina High School Diploma*..............................**Diplorder.txt**
      ___# *South Carolina High School Certificate*............................**Certorder.txt**

- The **graduation date**

3.   Attach **each file of student listings** to the e-mail message.

See page 43-5-D

Students in this example had a student ID.

40

Students in this example only had social security numbers,

This example shows another attachment in the same e-mail identifying another Official Graduation List from another school.

Greenview High School

1618 Long Street

Columbia, SC 29202

SC HS Diploma

June 1, 2011

Mrs. Jane Doe, Principal

Mr. Douglas Smith, Guidance Counselor

Mary	Lindsey	Blackman	54671
James	David	Coleman	48972

NOTE: Attach each school's Official Graduation List that is served by the Adult Education Center to one e-mail message. Each attachment should contain the school's information as indicated above.

4.   Submit the Official Graduation List with the attached files via e-mail to **graduationlist@ed.sc.gov** (refer to the following e-mail sample below).

File Edit View Actions Tools Window Help

Send   Cancel   Address | Spell Check |
Mail   Send Options

From: xx graduationlist@ed.sc.gov   CC:
To: maanderson@herffjones.com   BC:
Subject: District Name, School Name, Statement "Summer School' If Appropriate
Message: Times New Rc ▼ 1: ▼ B I U |

a. The **district's name**
b. The **school's name**
c. The **mailing address** where the documents are to **be sent**
d. The **contact person's name**
e. The **contact's area code** and **phone number**
f. The **contact's area code** and **fax number**
g. The **contact's e-mail address**
h. The **principal's name**
i. The **superintendent's name**
j. The **adult education director's name** and
k. The **total number** of **student names** for each   rder:

____# *South Carolina High School Diploma*...............................**Diplorder.txt**
____# *South Carolina High School Certificate*...............................**Certorder.txt**

l. The **graduation date**

Send
Cancel
Address
Attach

Account: Novell GroupWise, Folder: Work In Progress

Prevention of Errors in Submission of Official Graduation Lists

To ensure high school diploma orders will be processed quickly, check the following for accuracy:

- **Names** are submitted on an **attachment**.

- The attached **word document** is saved in **PLAIN TEXT format**.

- **Names** on the attachment are in **separate** and **distinct columns**.

- **Student names** are submitted in **proper order** (**first, middle, last name**).

- **Student names** are submitted in **upper-case/lower-case format**.

- **Student names are not numbered**.

- The **list** does **not** contain **column headings** or codes.

- The **order** is sent to the **correct e-mail address**.

Returning Unearned Documents

ALL South Carolina High School Diplomas and South Carolina High School Certificates that were prepared for students who failed to earn them should be returned to:

> South Carolina Department of Education
> ATTN: J. C. Ballew, Jr.
> 1429 Senate Street, Suite 501
> Columbia, SC 29201

Any students whose names were submitted on a graduation list in error should be reported to the SCDE via an e-mail which includes the principal's electronic signature.

Section IV

SAVING A MICROSOFT WORD

DOCUMENTS IN PLAIN TEXT

FORMAT

Saving a Microsoft Word Document in Plain Text Format

Using Microsoft Word to save a file in the **plain text format** (**.txt**), use the following procedure:

1. From the "**File**" menu, select "**Save As**."

2. Click on the arrow to view the options under "**Save as type**."

3. Select the option "**Plain Text or Text Only**."

4. Name the file as directed.

5. Select "**Save**."

6. Select "**yes**" if a dialog box appears, cautioning that the file "**may contain features that are not compatible with Text Only format. Do you want to save the document in this format?**"

7. Close the file. None of the formatting in your file should be lost.

Note 1: AFTER SAVING THE DOCUMENT, CLOSE AND REOPEN TO CHECK FORMATTING AND ALIGNMENT OF THE NAMES TO ENSURE THEY REMAIN IN SEPARATE AND DISTINCT COLUMNS.

Note 2: IF USING A WORD PROCESSING APPLICATION OTHER THAN MICROSOFT WORD, CONSULT THE USER'S GUIDE FOR DIRECTIONS FOR SAVING A FILE IN THE TEXT FORMAT (.TXT).

Special Characters in Names

Choose one of the following options to determine how to indicate that a particular letter in a student's name should have a diacritical mark (i.e., acute accent, tilde, umlaut, etc.) in it. If a special character that is not available is needed, **identify** the **student's name** and the **special character** in the **e-mail message**.

Option 1

To **insert a special character** using Microsoft Word or Notepad, follow these steps:

1. Select the "**Insert**" menu.

2. Select "**Symbol**."

3. Select the appropriate character.

4. Select "**Insert**."

5. Close the "**Symbol**" window.

Option 2

The following method may be used to type characters with diacritical marks in virtually any Windows PC software:

1. Be sure the "**NumLock**" key (located at the top on the right side of the keyboard) is on before proceeding.

2. Locate in the table below the special character to be typed.

3. Hold down the "**Alternate**" (Alt) key while typing the **four-digit number**. **Note:** Be sure to use the numbers on the **numeric keypad**, which is on the right side of the keyboard. **Do not use the keys on the top row of the keyboard**.

4. Release the "**Alt**" key, and the character with the diacritical mark accent will be typed into the document.

5. **Do not apply bold, italics, or underlining to the characters after you type them**.

Supported Special Characters Table

Key Sequence	Special Character	Description
Alt 0192	À	Capital A grave
Alt 0193	Á	Capital A acute
Alt 0194	Â	Capital A circumflex
Alt 0195	Ã	Capital A tilde
Alt 0196	Ä	Capital A umlaut
Alt 0200	È	Capital E grave
Alt 0201	É	Capital E acute
Alt 0202	Ê	Capital E circumflex
Alt 0203	Ë	Capital E umlaut
Alt 0204	Ì	Capital I grave
Alt 0205	Í	Capital I acute
Alt 0206	Î	Capital I circumflex
Alt 0207	Ï	Capital I umlaut
Alt 0210	Ò	Capital O grave
Alt 0211	Ó	Capital O acute
Alt 0212	Ô	Capital O circumflex
Alt 0213	Õ	Capital O tilde
Alt 0214	Ö	Capital O umlaut
Alt 0217	Ù	Capital U grave
Alt 0218	Ú	Capital U acute
Alt 0219	Û	Capital U circumflex
Alt 0220	Ü	Capital U umlaut
Alt 0224	à	Lower case A grave
Alt 0225	á	Lower case A acute

Key Sequence	Special Character	Description
Alt 0226	â	Lower case A circumflex
Alt 0227	ã	Lower case A tilde
Alt 0228	ä	Lower case A umlaut
Alt 0232	è	Lower case E grave
Alt 0233	é	Lower case E acute
Alt 0234	ê	Lower case E circumflex
Alt 0235	ë	Lower case E umlaut
Alt 0236	ì	Lower case I grave
Alt 0237	í	Lower case I acute
Alt 0238	î	Lower case I circumflex
Alt 0239	ï	Lower case I umlaut
Alt 0242	ò	Lower case O grave
Alt 0243	ó	Lower case O acute
Alt 0244	ô	Lower case O circumflex
Alt 0245	õ	Lower case O tilde
Alt 0246	ö	Lower case O umlaut
Alt 0249	ù	Lower case U grave
Alt 0250	ú	Lower case U acute
Alt 0251	û	Lower case U circumflex
Alt 0252	ü	Lower case U umlaut

Section V

State Board

Regulation 43-234

CHAPTER 43
Statutory Authority: 1976 Code Sections 59-5-60 (2004), 59-18-110 (Supp. 2012), 59-29-10 et seq. (2004 and Supp. 2012), 59-33-30 (2004), 59-53-1810 (Supp. 2012), 20 U.S.C. 1232(g), and 20 U.S.C. 6301 et seq. (2002)

43-234. Defined Program, Grades 9–12 and Graduation Requirements

Each school district board of trustees must ensure quality schooling by providing a rigorous, relevant curriculum for all students.

Each school district must offer a standards-based academic curriculum organized around a career cluster system that provides students with individualized education choices.

I. Requirements for Earning a South Carolina High School Diploma

  A. The student must earn a total of twenty-four units of credit as follows:
    Unit Requirements

English language arts	4.0
mathematics	4.0
science	3.0
U.S. History and Constitution	1.0
economics	0.5
U.S. Government	0.5
other social studies	1.0
physical education or Junior ROTC	1.0
computer science (including keyboarding)	1.0
foreign language or career and technology education	1.0
electives	7.0

	24.0 total

  B. The student must pass a classroom examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers, and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course. (For specific regulations regarding the end-of-course test for U.S. History and Constitution, see R 43-262.4, End-of-Course Tests.)

  C. The student must pass a high school credit course in science in which an end-of-course examination is administered.

D. The student must be enrolled for a minimum of one semester immediately preceding his or her graduation, except in case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.

E. The student must pass both parts of the South Carolina high school exit examination in addition to earning the required number of prescribed units. (For specific regulations regarding the exit examination, see R 43-262, Assessment Program.)

II. Provisions for Schools in the Awarding of High School Credit

A. A school may award and accept credit in units of one-fourth, one-half, and a whole.

B. A school may award one unit of credit for an academic standards-based course that requires a minimum of 120 hours of instruction. A school may award one-half unit of credit for an academic standards-based course requiring a minimum of 60 hours of instruction and one-fourth unit of credit for an academic standards-based course requiring a minimum of 30 hours of instruction.

C. A school may award credit for courses that have been approved by the South Carolina Department of Education (SCDE) in a proficiency-based system. A proficiency-based course may also be offered for one-fourth and one-half unit if the system specifies these units. Each school district that seeks to implement a proficiency-based system must submit a plan to the SCDE that provides procedures for establishing and developing a proficiency-based system including the method for determining proficiency. The SCDE must approve the district-submitted plan prior to the district's use of the proficiency-based system. Districts are accountable for making sure that the academic standards and the individual learning needs of the students are addressed.

D. A school may award credit for those gateway courses that are a part of the End-of-Course Examination Program only if a student takes the course approved by the school in which he or she is enrolled and meets all the stipulated requirements of the End-of-Course Examination Program. (For specific regulations regarding end-of-course tests, see R 43-262.4, End-of-Course Tests.)

E. A school may award credit only for courses in summer programs-either district-wide or school-site programs-that meet all the regulatory requirements for courses offered for students in grades nine through twelve. A district-wide summer school program may meet the administrative certification requirement by employing a district supervisor as well as a lead teacher for each school site.

F. A school may award credit for a course that is approved by the district-whether that school offers the particular course or not-if the student receives prior approval.

G. A school may award credit toward the high school diploma for a course that the student takes in an approved adult education program if the course is granted approval by the local superintendent or his or her designee.

H. A school may award credit for locally designed courses under the following conditions:

   1. Locally designed subject-area courses must be aligned with the state academic standards for the particular subject area and must be approved by the local board of trustees and the State Superintendent of Education.

   2. Locally designed elective courses must be approved by the local board of trustees. No more than two units may be awarded to a student for released-time classes in religious instruction.

   3. Locally designed CATE courses funded with state or federal CATE monies must be approved by the SCDE's Office of Career and Technology Education.

   I. A school may award the PE credit for a diploma if the PE course meets all statutory requirements including the personal fitness and wellness component and the lifetime fitness component.

   J. A school may award the one-half unit of credit carried by the course Keyboarding for half of the required computer science unit.

   K. A school may award credit for the American Sign Language course as the required unit in a foreign language.

   L. A school may award credit for a college course that students in grades nine through twelve take under the district's dual credit arrangement.

III. Dual Credit Arrangement

   A. District boards of trustees may establish a policy allowing students to take college courses for units of credit toward the high school diploma. The district policy may allow for courses to be offered by an institution of higher education through a cooperative agreement.

   B. A three-semester-hour college course transfers as one unit of credit.

   C. Tuition costs and any other fees are the responsibility of the individual student or his or her parent(s) or legal guardian unless otherwise specified in local school district policy.

   D. Students enrolled in a South Carolina public school may take only courses that are applicable to baccalaureate degrees or to associate degrees offered by institutions accredited by the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools.

IV. Transfer Students

A transfer student is one who enrolls in a South Carolina public school after having been enrolled in another school in this state or in a school in another state. Credits that he or she earned at the former school may be accepted and applied toward the South Carolina high school diploma. (For specific regulations see R 43-273, Transfers and Withdrawals.)

V. Instructional Program

School districts must organize high school curricula around a minimum of three clusters of study and cluster majors. Such curricula must be designed to provide a well-rounded education that fosters artistic creativity, critical thinking, and self-discipline through the teaching of academic content and skills that students will use in postsecondary study and in the workplace. Students must declare an area of academic focus, also known as a career major, within a cluster of study before the end of the second semester of their tenth-grade year.

   A. Schools must offer specific courses in the subject areas listed below. Courses designated with an asterisk are recommended, not required.

  English language arts:
    English 1, 2, 3, 4

  Mathematics:
    Algebra 1, Mathematics for the Technologies 1, 2, 3, 4*
    Algebra 2, Geometry
    Pre-calculus, Calculus
    Discrete Mathematics*, Probability and Statistics

  Science:
    Physical Science
    Earth Science*
    Biology 1, Biology 2*, Applied Biology 1, 2*
    Chemistry 1, Chemistry 2*, Chemistry for the Technologies
    Physics, Physics for the Technologies 1, 2*

  Social Studies:
    U.S. History and Constitution
    U.S. Government
    Economics
    World History and World Geography

  B. Career Clusters

   School districts must use the sixteen clusters for reporting purposes but may modify these clusters (for example, Arts and Humanities in place of Arts, Audio-Video Technology, and Communications). The sixteen state clusters are the same as the sixteen federal clusters:

    Agriculture, Food, and Natural Resources
    Architecture and Construction

Arts, Audio-Video Technology, and Communications
Business, Management, and Administration
Education and Training
Finance
Government and Public Administration
Health Science
Hospitality and Tourism
Human Services/Family and Consumer Sciences
Information Technology
Law, Public Safety, Security
Manufacturing
Marketing, Sales, and Service
Science, Technology, Engineering, and Mathematics
Transportation, Distribution, and Logistics

C. Schools must also offer instruction in each of the following areas:

1. Advanced Placement: Schools whose organizational structure includes grades eleven and twelve must offer Advanced Placement courses. (For specific regulations regarding the Advanced Placement program, see R 43-258.1, Advanced Placement.)

2. Alcohol, tobacco, and other drugs: Schools must provide age-appropriate instruction regarding the dangers in the use and abuse of alcohol, tobacco, and other drugs. Instruction must emphasize the negative effects that the use of such substances can have on the total community.

3. Career and technology education: Schools must offer CATE courses. Students who plan to complete a CATE program must earn at least four units in an approved sequence of CATE courses leading to a career goal.

4. Driver education: Schools must provide a complete program of driver education, including classroom and behind-the-wheel phases, each semester on an elective basis for eligible students. (For specific regulations regarding driver education, see R 43-242, Driver Training.)

5. Environmental studies: Schools must include environmental studies as a part of their instructional program.

6. Financial literacy: Schools must include financial literacy as a part of the instructional program.

7. Foreign language (modern and classical languages): Schools must offer levels 1 and 2 of at least one modern or classical language. Most state four-year colleges/universities require at least two units of the same modern or classical language for admission.

8. Health education: Schools must have a program of instruction in comprehensive health education. (For specific requirements regarding health education, see R 43-238, Health Education Requirement.)

9. Physical education: Schools must offer a physical education course that meets statutory requirements.

10. Visual and performing arts: Schools must offer courses in the visual and performing arts.

VI. Other Program Requirements

A. Guidance Program

All schools encompassing any combination of grades nine through twelve are required to provide a comprehensive guidance program that is based on grade-specific standards. The standards must address the academic, personal and social, and the career domains. Specifically, students must be provided guidance and career awareness programs and activities that assist them in developing and fulfilling their individual graduation plans and prepare them for a seamless transition to relevant employment, further training, or postsecondary study.

B. Library Media Program

Library media programs and technology resources must be available and accessible to all students and staff and must be appropriate for the accomplishment of the strategies and goals in each school renewal or district strategic plan.

C. Length of School Day

1. The instructional day for secondary students must be at least 6 hours, excluding lunch, or the equivalent weekly.

2. Homeroom will not count as part of the instructional day. When no homeroom period is utilized, the administrative time that is used to determine attendance, make announcements, or complete other tasks normally accomplished during homeroom period will not be considered as part of the instructional day.

3. Schools may exercise options and vary the number of minutes in the instructional week, provided that such variation meets statutory requirements and is approved by the local board of trustees.

D. Class Size

1. The teacher load must not exceed the maximum of 150 students daily. Class size must not exceed the maximum of 35 students.

2. The above-stated maximums do not apply in the following circumstances:

a. A maximum of 40 students per period with a total teaching load of 240 students daily is permitted for physical education teachers. If physical education and health are taught on alternate days to the same class, the 40-student maximum and 240-student totals are also permitted for

health. When health is taught as a separate subject, the teaching load is a maximum of 35 students per period and a total of 150 students per day.

b. Music teachers may teach a maximum of 240 pupils daily. No class may exceed 40 students in membership. However, when band, chorus, or orchestra require rehearsals of the entire membership, any number of students is acceptable if adequate space is available.

c. When a teacher's daily schedule includes a combination of subjects, the maximum daily teaching load will be calculated on the basis of 30 students per academic class and 40 students for each music or physical education class. (Example, 3 classes of math of 30 each = 90 + 2 classes of physical education of 40 each = 80. In this example, the teacher is not overloaded but teaches maximum allowable.)

d. Maximum teacher load requirements and individual class size limits are the same for mini-courses as for any other classes.

E. Additional Regulatory Requirements

1. Due to federal requirements, all students must take a science course for which an assessment is given.
2. For state accountability purposes, every student must take an end-of-course examination in biology.

3. State Board regulations that contain instructional program requirements are accessible on the SCDE Web site on the "State Board of Education Regulations Table of Contents" page.

VII. Reporting Requirements

A. High School Completers

1. Each school issuing the state high school diploma must submit to the State Superintendent of Education on or before May 1 the following data on its previous year's completers:

(a) the number of the school's completers who entered the freshman class of a postsecondary institution-either in South Carolina or out of state-and on whom such an institution has sent the school a first-term transcript or summary grade report,

(b) a breakdown of all postsecondary courses that this group of completers passed during their term,

(c) a breakdown of all postsecondary courses that this group failed during their first term,

(d) a breakdown of all postsecondary courses for which this group received a grade of "no credit" during their first term, and

(e) the number of the school's completers who did not enter a postsecondary institution but who instead chose a postsecondary alternative such as employment or military service or for whom no information is available.

2. Each school must use the official form to submit the required data on its previous year's completers.

B. Career and Technology Education Completers

Each district must survey all its high school graduates who are identified as career and technology education completers to determine their placement status with regard to employment, postsecondary education, and military service. A career and technology education completer is a student with an assigned Classification of Instructional Programs (CIP) code who has earned at least four units of credit in CATE courses leading to a career goal.

The district must conduct the survey ten months after graduation each year and must submit the results annually to the SCDE for the purpose of federal and state accountability requirements.

C. Student Records

1. Each school must have an appropriate means of reporting academic achievement to parents.

2. Each school district must maintain accurate student data according to the pupil accounting system prescribed by the SCDE.

3. Each school district must file a record of all dropouts that specifies for every student the name of the school in which he or she was enrolled and gives the following information on the student: his or her name, grade, race, sex, date of birth, free/reduced meals status, English proficiency status, and migrant status.

4. Each district superintendent must verify the accuracy of the student enrollment, attendance, membership by category, and dropout reports submitted to the SCDE's Office of Finance.

5. Each school must comply with the Family Educational Rights and Privacy Act regarding student records (20 U.S.C. Section 1232(g)).

D. Course Records for Students

1. Each district superintendent must verify the accuracy of course records for students.

2. The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course. Courses may not be added to the student's course history (transcript) without first being entered into the scheduler.

3. Courses offered in nontraditional settings such as online courses, courses offered in conjunction with a college or technical college (i.e., dual credit), and courses offered by the school through the district, state, or another type of provider must be included in the active master scheduler.

VIII. Emergency Closings

Full school days missed because of weather or other unforeseen circumstances must be made up. Three days within a school calendar must be designated as makeup days. A plan to make up days by lengthening the school day by more than one hour must be approved by the SCDE. Early dismissal days must be reported to and approved by the director of the Office of Federal and State Accountability.