



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

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** Principals  
High School Counselors  
District Technology/PowerSchool Coordinators

**FROM:** Office of Research & Data Analysis (ORDA)

**DATE:** August 10, 2015

**RE:** 2014–15 Student Transcripts Requirements for Scholarship Funding

All South Carolina high schools are advised to use the standard PowerSchool template for student transcripts, provided by the SCDE in January 2015. If transcripts printed from PowerSchool are not developed using this template, or if the template is modified, the word “Final” may not appear in the title, and the transcript may lack the principal’s signature. **If these two elements do not appear in a transcript, a student’s scholarship eligibility may be affected.**

Please ensure the standard object report transcript template is imported and updated properly in PowerSchool. Check to be sure it prints the correct title (see below) and school counselors are selecting the correct template.

**Correctly titled 2014–15 student transcript:**

**State of South Carolina**  
**Standard High School Transcript - FINAL**

Graduation Date: June 6, 2015

Class Of: 2015

Diploma Type: State of SC Diploma

August 7, 2015

Template guidance can be found at the “SC Transcripts 2015” link [here](#). Please contact Louise Amos ([lamos@ed.sc.gov](mailto:lamos@ed.sc.gov)) or Wyatt Cothran ([wcothran@ed.sc.gov](mailto:wcothran@ed.sc.gov)) to obtain a copy of the standard transcript template.

If you become aware of any 2014–15 transcripts delivered by your school or district that are not consistent with the SCDE standard, or if notified a student has been denied scholarship eligibility due to a transcript issue, please contact Wyatt Cothran or Louise Amos at the SCDE and Elizabeth Caulder ([ecaulder@che.sc.gov](mailto:ecaulder@che.sc.gov)) with the SC Commission on Higher Education.

ORDA will continue to provide support for transcript-related issues to schools, districts, students, and parents.

### **Electronic Transcript (eTranscripts) Delivery with Parchment**

Even minor changes to the standard PowerSchool transcript template could result in a failure of Parchment’s software to provide accurate output. Additionally, Parchment requires a separate high school principal’s signature file from all schools using their eTranscripts process.

We strongly suggest the following for all districts using Parchment:

1. Review eTranscripts submitted in 2015 for the correct title and signature;
2. Refresh each school’s principal signature file with Parchment, if missing;
3. Ensure the standard 2014–15 PowerSchool transcript template is loaded in PowerSchool;  
and
4. Ensure high school counselors are using the correct template.

If notification is received that an eTranscript is rejected for scholarship eligibility, immediately contact Parchment support [here](#) or call (888) 662-0874. Parchment will issue an updated eTranscript for the student. Also, please contact Louise Amos ([lamos@ed.sc.gov](mailto:lamos@ed.sc.gov)), Wyatt Cothran ([wcothran@ed.sc.gov](mailto:wcothran@ed.sc.gov)), and Elizabeth Caulder ([ecaulder@che.sc.gov](mailto:ecaulder@che.sc.gov)) if notified of a problem.