Diploma Order Tracking System
Graduation List Approvals

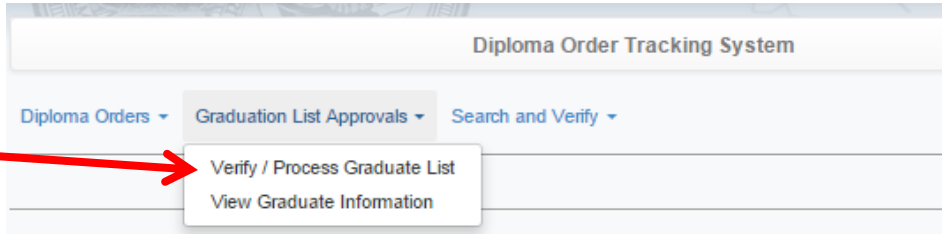
- **Step 1**: **UPDATE POWERSCHOOL**
  - All graduating students should be coded with an **"F"** in the "**Diploma Earned Field**" in PowerSchool.
  - Additional Required PowerSchool Codes
    - Exit Date: 1/16/15 to 6/15/15 (Spring Grads)
    - Enrollment Status (0 or 3)
      - Contact your district IT office if you do not have access to this field

- **Step 2: District PowerSchool Data Extract**
  - District IT Offices have the ability to extract their schools' data using the **Graduate List Query in SWEET**
  - Similar to the Diploma Order, districts are encouraged to run the Graduate List Query regularly during their district's "graduation season"
  - SCDE will continue to extract data from all districts three times a day
    - **Monday – Friday: 9:00 AM, 1:00 PM and 7:00 PM**
    - As long as PowerSchool is coded correctly, your school's data will be visible in DOTS 30-45 minutes after each SCDE data extract.

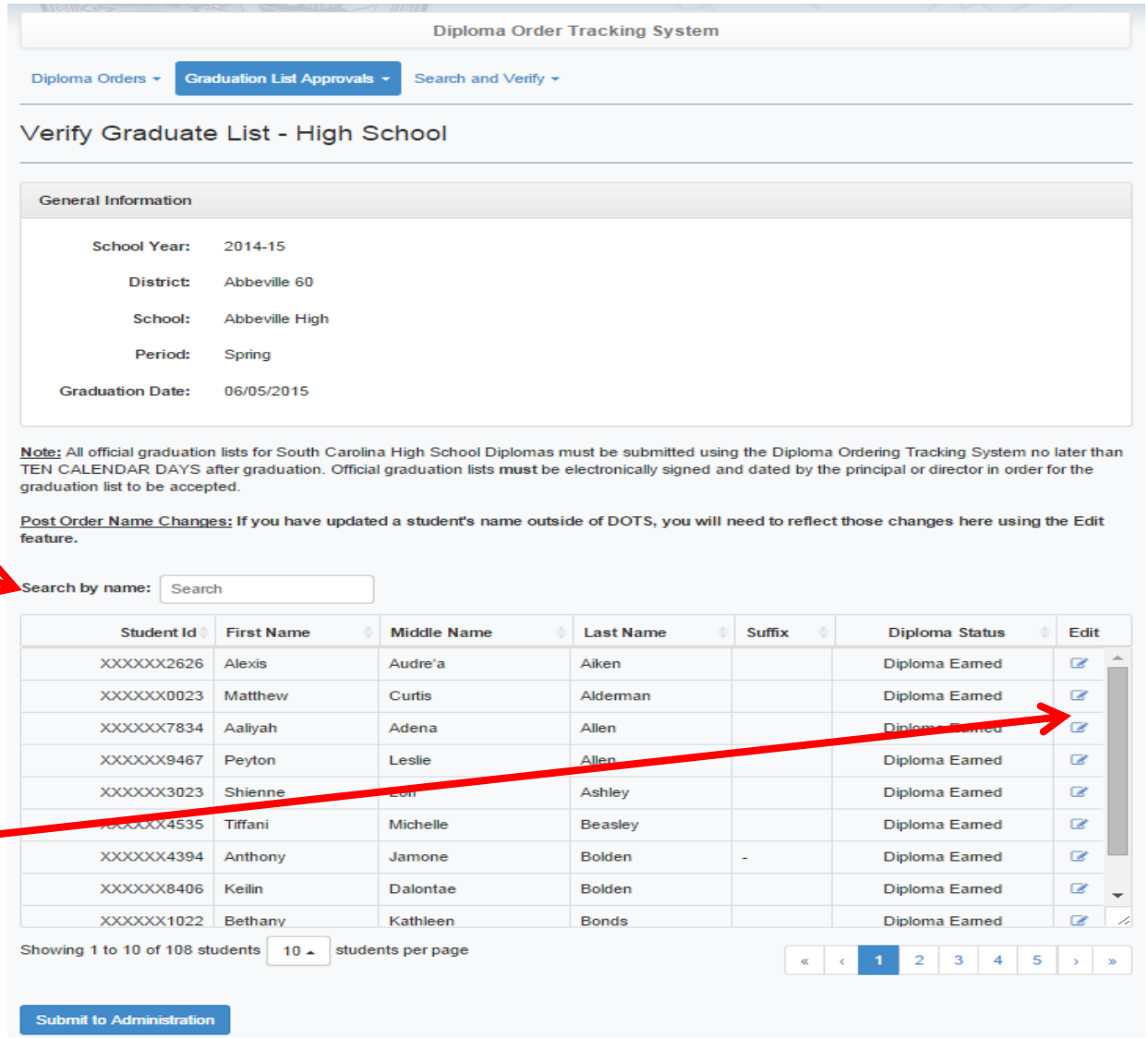
- **Step 3:** Login to DOTS via the SCDE Member Center: https://portal.ed.sc.gov/
  - Google Chrome is the recommended browser; especially if you receive a "mobile" related error on your screen.

- **Step 4:** Under Web Applications, select "Diploma Order Tracking System" (DOTS)

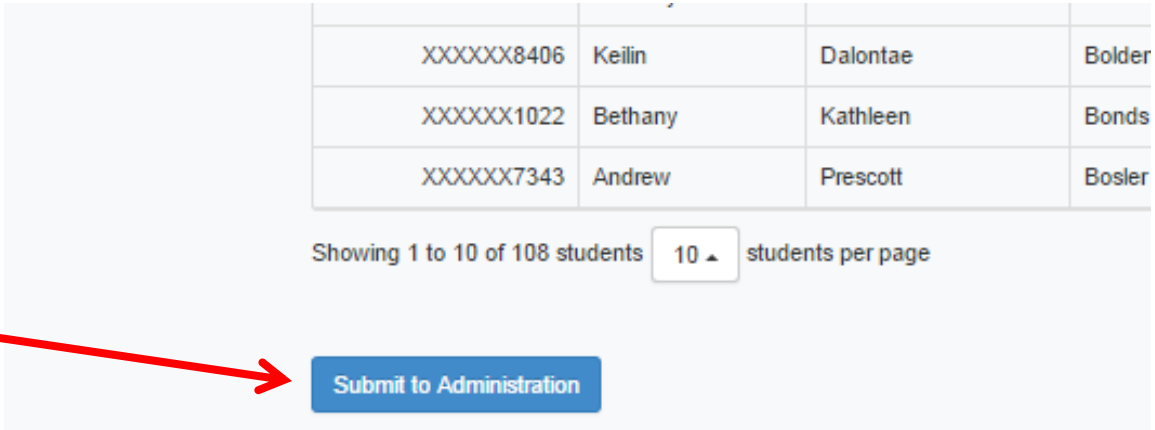
- **Step 5**: Under the "Graduation List Approvals" tab, select "Verify /Process Graduate List".



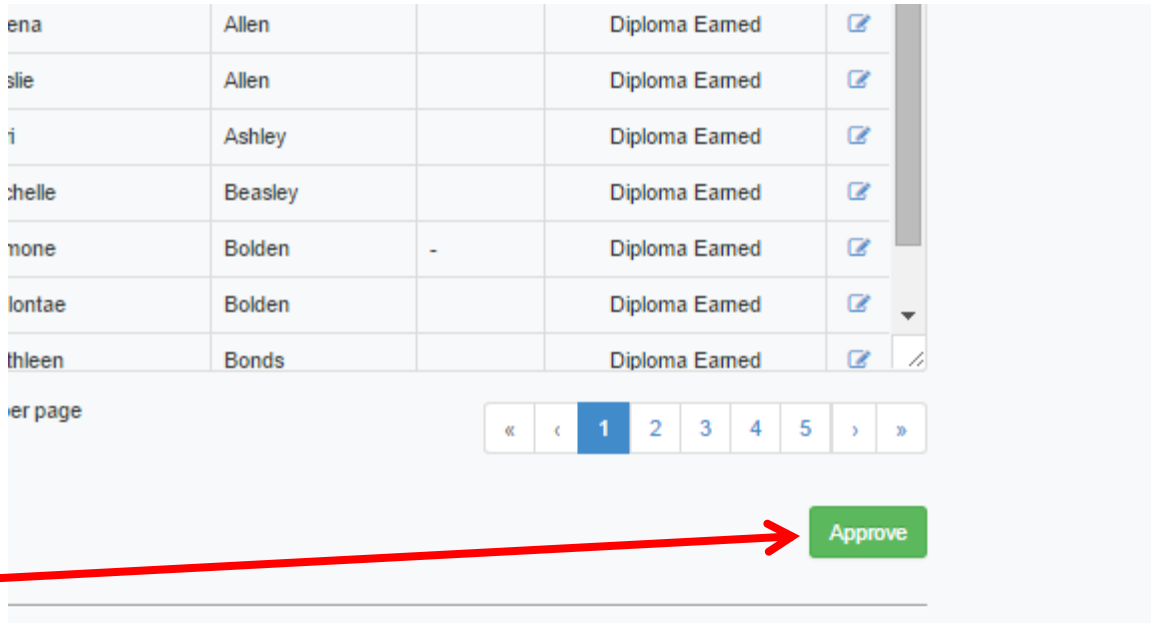
- **Step 6:** Review your graduate list to ensure all students are listed.
  - You can quickly locate students by typing their name in the Search field. (Student ID's are not searchable)
  - NOTE: If you made changes to ANY of your students' names outside of DOTS, you will need to make those same changes here using the **Edit** feature.



- **<u>Step 7</u>:** Once the designated staff user or guidance counselor has confirmed that all graduates are included on the list, select "**Submit to Administration**."
  - This will notify your principal that the list is ready for his or her review and final approval.



- **<u>Step 8:</u>** Principals will receive an email informing them that their school's graduate list is ready for their review and approval.
  - Principals will repeat Steps 3 through 5 and select "Approve" to electronically authorize and sign the graduate list.



District View
Under “View Graduate Information”

- Districts have the ability to track the number of schools in their district that have signed and approved their official graduate list.
- This helps district because they will know when they can stop running the diploma order or graduate list query.

Graduate Information List by School

District: Abbeville 60

School Code	School Name	Submitted	Number Approved	Number Not Approved
001	Abbeville High	Y	0	109
003	Dixie High	Y	3	0

- In this sample scenario, Abbeville School District would be able to see that of their two high schools, both schools submitted their diploma orders; however, only one high school has approved their graduate list.

Key Troubleshooting Tips and Comments

- **I can login to the system but I get an error message preventing me from moving forward.**
  - **Users are only allowed to have ONE role in DOTS.**
  - **Guidance Counselors cannot be granted the DOTS School Admin Role, this role is reserved for school principals/directors.**
  - **Have your District Web Access Coordinator remove the role(s) you do not need, then try logging in again.**

- **What if a student's name is missing?**
  - PowerSchool was not coded correctly. Repeat Steps 1 and 2.

- **I changed a student's name in PowerSchool but it does not show in DOTS.**
  - All name changes have to occur in DOTS.
  - We give you the ability to edit names in DOTS when you place the order and when you validate your graduate list.

- **Only school principals can authorize graduate lists.**