



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
High School Principals
School Counselors
District IT Leaders/Designated Staff

FROM: Roy Stehle, Director, Office of Federal and State Accountability
Will Ladson, Jr., Project Manager

DATE: June 3, 2015

RE: Diploma Order Tracking System (DOTS)

The SCDE Diploma Project Team is ready to rollout Phase II of the Diploma Order Tracking System (DOTS) Application, which will allow school counselors and designated staff users to review and edit their official graduate list in DOTS. Once the list is deemed “good-to-go,” the school counselor or designated staff user will press a button that submits the list to the principal for his/her review and final approval. Only the principal or director is authorized to electronically sign the official graduate list.

Graduate lists must be approved by the school principal or director within 10 days of graduation. For schools that have already graduated their students as of May 26, 2015, we will make necessary adjustments.

Detailed instructions are attached to guide you through the process of reviewing and authorizing your graduate lists. If you have any questions, please email Will Ladson at wladson@ed.sc.gov or David Helps at DHelps@ed.sc.gov.

Summer School

- Summer Diplomas will be ordered the same way Spring Diplomas were ordered using DOTS:
 - The Exit Date for Summer Grads must fall between June 15 and August 15, 2015.
 - District IT Offices are encouraged to run the Diploma Order/Graduate List query regularly during the Summer Graduation Season.