



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents

FROM: David Stout
Director, Office of Adult Education

DATE: April 21, 2015

RE: SCDE New Diploma System Update for Adult Education Programs

This memorandum provides updates and information on the Diploma Ordering and Tracking System (DOTS) project that is being developed for High School, District, and Adult Education programs by the South Carolina Department of Education (SCDE). The information below is being provided via email to Adult Education Directors and their designated staff in addition to District Information Technology (IT) Directors.

Thank you for your patience as the SCDE project team worked to complete the New Diploma System. We are now ready to roll Adult Education Programs into the new system, so you will receive updates as we move forward.

Will Ladson, from the SCDE Office of Projects and Applications Management, is the primary point of contact as the project manager. Jennifer Keels is the subject matter expert from the SCDE Office of Adult Education and will work with the project team to facilitate the development and rollout of the new system to all Adult Education Programs.

Please see updates below:

- A) Access to the SCDE Member Center
 - a. All district program directors and program staff personnel will need access to the SCDE Member Center in order to process diploma orders.
 - b. Please see the attached document for detailed instructions.

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B) Designated Staff User

- a. District Program Directors, if you have not submitted your designated Staff User to Will Ladson, please do so by **April 24**.
 - i. Please send the person's name and email address to wladson@ed.sc.gov.
- b. The Designated Staff User will be responsible for creating and submitting diploma orders using the new diploma system.
- c. Program Directors will also have this ability. Only Program Directors will be able to authorize graduate lists in the new system.

C) Next Steps

- a. Once all Program Directors and Designated Staff Users have access to the SCDE Member Center, an overview will be provided to all users describing the new process.

If you have any questions, please email Will Ladson at wladson@ed.sc.gov.

cc: Adult Education Directors
District IT Directors