

Order Early/Late Diplomas

Early/Late Diploma orders include graduates from the following periods. Specific dates will be listed in DOTS.

- Winter - Students expected to graduate between August and February.
- Summer - Students expected to graduate between June and August.
- Late - Examples: Transfer students or students needing to be added to an initial Spring Batch Order List.

Follow the instructions below:

1. Login to the SCDE Member Center; under Web Applications, select Diploma Order Tracking System.
2. Click the **Diploma Orders** tab.
3. Click **Verify School Information** and complete.
4. Click the **Order Early/Late** tab.
5. Be sure your school's information is there and correct.
6. Click **Add Student**; in the **Search Box**. Type a student's name or a portion of a name and click **Search**. All students with that last name or a close variation should populate the left side of the screen.
7. From this listing identify the student or students for the diploma order for the graduating period (winter, summer or late).
8. Click on the correct line with the student information.
9. The line(s) will turn green.
10. If you incorrectly click a student's name, one not graduating at this time, click the green line again, and it will turn white.
11. Once all graduating students from this list have been chosen, and they are showing as green; click the arrow at the bottom of the page pointing to the right.
12. The name(s) will be moved to the right side of the page.

D.C. High School Students

Search

Grade	Student Id	Student Name
12	XXXXXX8005	James Madison
12	XXXXXX1071	John Calvin Coolidge
12	XXXXXX5147	Martin Van Buren
11	XXXXXX6858	Andrew Jackson
11	XXXXXX4103	Dwight David Eisenhower
11	XXXXXX2968	Franklin Delano Roosevelt
11	XXXXXX0981	James Abram Garfield
11	XXXXXX6887	James Knox Polk
11	XXXXXX2628	John Adams
11	XXXXXX2033	John Quincy Adams
11	XXXXXX3625	Lyndon Baines Johnson
11	XXXXXX2754	Richard Milhous Nixon
11	XXXXXX9646	Ulysses S. Grant

Save Cancel

13. Wipe out the name in the **Search Box**.
14. Type in the next winter/summer/late graduate's name or SUNS Number. Students with that last name or a close variation will populate the left side of the form.
15. Return to Step 6.

When you have gone through the entire class, the winter/summer/late graduates are now on the right side of the page.

16. If you discover an error on the right side of the page, highlight that student and click the left-pointing arrow at the bottom of the right-hand column. That will remove the student from the winter/summer/late graduation diploma order list.
17. When the student list on right side of the page appears correct, click the **Save** (blue button). See the bottom, right side of the illustration above.
18. The diploma order list will appear below the **School Information** section. Here users may edit student information. A red triangle to the far right of a student's name informs the user errors have been detected. Click on the triangle to discover the error.

School Information

District: Washington District

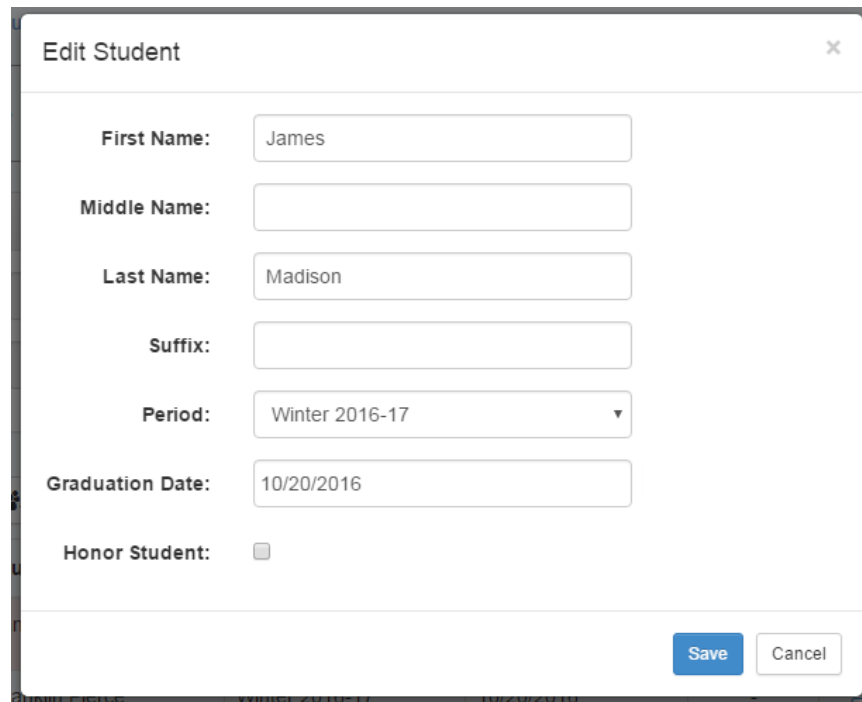
School: D.C. High School

Order Error
Your order contains errors, please correct them before proceeding

[Edit Students](#) 0 [Add Students](#)

<input type="checkbox"/>	Student Id	Student Name	Graduation Period	Graduation Date	Honors	Edit	Remove	Info
<input type="checkbox"/>	XXXXXX8005	James Madison	-		-	Edit	Remove	Info
<input type="checkbox"/>	XXXXXX8849	Franklin Pierce	Winter 2016-17	10/20/2016	-	Edit	Remove	-
<input type="checkbox"/>	XXXXXX5746	Ulysses S. Grant	Winter 2016-17	10/20/2016	-	Edit	Remove	-

19. To edit an individual student's name, graduation date, graduation period or honors indicator, select the **Edit** icon to the far right of the respective student. The **Edit Student** screen will open. See the left side of the illustration above.

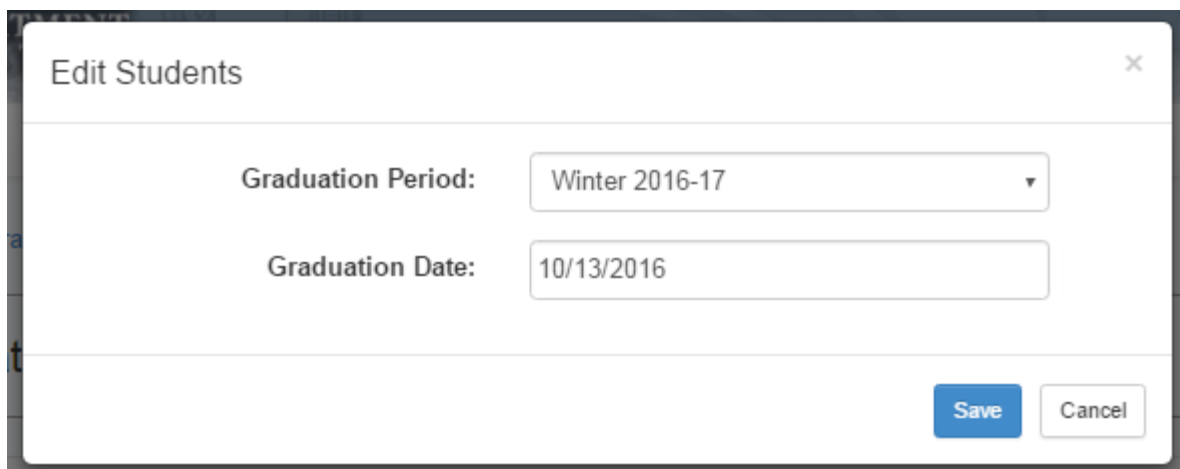


The 'Edit Student' form is a modal window with a title bar containing the text 'Edit Student' and a close button (X). The form contains several input fields and a checkbox:

- First Name:** Text input field containing 'James'.
- Middle Name:** Empty text input field.
- Last Name:** Text input field containing 'Madison'.
- Suffix:** Empty text input field.
- Period:** Dropdown menu showing 'Winter 2016-17'.
- Graduation Date:** Text input field containing '10/20/2016'.
- Honor Student:** A checkbox that is currently unchecked.

At the bottom right of the form are two buttons: a blue 'Save' button and a white 'Cancel' button.

20. Edits may be made to all of the listed students at once. For example, adding the correct graduation date. See the illustration below Step 18. Check the box to the left of the **Student ID** box. Then click the **Edit Students** (white button), above the **Student ID** box. A white box will open allowing you to add the correct graduation date for every student listed.



The 'Edit Students' form is a modal window with a title bar containing the text 'Edit Students' and a close button (X). The form contains two input fields:

- Graduation Period:** Dropdown menu showing 'Winter 2016-17'.
- Graduation Date:** Text input field containing '10/13/2016'.

At the bottom right of the form are two buttons: a blue 'Save' button and a white 'Cancel' button.

21. To make the same change for many students see the illustration below Step 18. Click the box to the left of the each **Student ID** just for the students that need the change. Then click the **Edit Students** (white button), above the **Student ID** box. A white box will open allowing you to add the correct graduation date for every student checked. See the illustration below Step 20.
22. Special characters can be typed or pasted into name fields if necessary.
23. Students added to the order in error may be removed before submission by selecting the **Remove** icon (X). See the illustration below Step 18.
24. To order an Academic Honors Award, add a check mark in the Honors column to indicate the student(s) is to receive an Academic Honors Award in addition to a diploma. To see the requirements for earning an Academic Honors Award go to: <http://ed.sc.gov/districts-schools/state-accountability/feature-boxes/high-school-diploma/south-carolina-academic-honors-award/>. The check mark for the Academic Honors Award may be entered by using the **Edit** icon when ordering a diploma or the Academic Honors Award values may be set in PowerSchool. For more information on how to set this flag in PowerSchool, contact your PowerSchool support staff. See the illustration below. Also, see the illustration following Step 19.

School Information

District: Washington District

School: D.C. High School

Edit Students 0
 Add Students

Search

<input type="checkbox"/>	Student Id	Student Name	Graduation Period	Graduation Date	Honors	Edit	Remove	Info
<input type="checkbox"/>	XXXXXX8849	Franklin Pierce	Spring 2016-17	11/23/2016	-			
<input type="checkbox"/>	XXXXXX7598	George Walker Bush	Winter 2016-17	10/13/2016	-			
<input type="checkbox"/>	XXXXXX4103	Dwight David Eisenhower	Spring 2016-17	12/01/2016	✓			-

Showing 1 to 3 of 3 students

10

students per page

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Clear Order

Place Order

25. Once all diploma order information has been entered and confirmed for accuracy, select **Place Order** (green button) at the bottom right. See the illustration above.

A confirmation email will automatically be sent to the submitter, principal, diplomas@ed.sc.gov and print vendor. Standard processing time, including shipping and delivery, is four weeks from the order date.

Note: Important Reminder — When ordering Order Early/Late Diplomas, you are pulling the information for the Early/Late diploma orders directly from the values in PowerSchool. It is imperative that school data in PowerSchool is up-to-date with the appropriate values for a graduate. To run reports from the PowerSchool database at any point in the future, you will want the PowerSchool list of graduates to match the DOTS graduate list. See page 1 for the values needed in PowerSchool for all graduates.