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New Principals/ Superintendents/Point-of-Contacts

1. New or Interim Principals/Superintendents must have a signature on file with Jostens for diplomas.
2. Email new contact information for any person associated with PowerSchool data entry or counselors in charge of ordering diplomas to me.
3. Please update the District Entity Information Management System (DEIMS) as new personnel enter the district.

Physical Education I/Comprehensive Health Education

1. Students may not take Physical Education I for high school credit before the 9th grade unless the eighth grader has first been moved over to the high school in PowerSchool.
2. Virtual SC's Physical Education I class does not include Comprehensive Health Education (CHE). Therefore, a student must take an additional .5 credit of CHE to satisfy the statutory requirements of topics and time outlined in Regulation 43-238.
3. JROTC satisfies the Physical Education I requirements. However, a separate .5 credit of CHE is required to satisfy the statutory requirements of topics and time outlined in Regulation 43-238.
4. Students are now permitted to earn the physical education graduation credit through marching band. A district must first submit an Innovative Course Application to the Office of Standards and Learning. The application must document the marching band course includes all appropriate South Carolina Academic Standards for Visual and Performing Arts and for Physical Education. If health is normally delivered via a physical education course, the application must demonstrate students receive a separate health course that meets all statutory requirements.
5. Pulling students out of JROTC or Marching Band class for the purposes of health instruction may hinder students from satisfying the required number of hours of instruction in that class.

Activity Course Codes

1. Try to align transfer courses to a course in the ACM. If needed, contact the transferring school and ask for curriculum or a syllabus. Create a transfer course code if the course cannot be aligned to one in the ACM. Keep a transfer course code database in order to avoid duplication in the future.
2. Verify that each course is in the ACM. The 2021-22 manual is linked on the webpage.
3. All classes for which a student is scheduled must be in PowerSchool at the time the student takes the class. Do not enter a class on a historical transcript.
4. Do not make up course codes. If you are unsure of a particular activity course code, email Nicole Ivery at nivery@ed.sc.gov

5. All dual enrollment course codes are in the ACM. If a new course code is needed for a dual enrollment course, email the request form to Nicole Ivery. Do not enroll a student in a dual enrollment course without an activity code. The student will not receive credit for the course.
6. The district must have a Memorandum of Agreement (MOA) for the college/university in which the classes are taken. A link to items that should be included in a MOA is on the webpage.
7. Many dual enrollment course codes have equivalents listed in parentheses. Please check these before requesting a new course code.
8. Do not use an activity course code more than one time on a transcript unless it is for credit recovery. Denote that it is credit recovery by putting CR in the 5th and 6th digits.

Credit Recovery

1. A student must fail the initial credit course before taking a credit recovery class.
2. Consult your district's credit recovery policy to determine the minimum grade needed in an initial credit course to be eligible to take a credit recovery class. Do not exceed the number of allowable credit recovery classes per the credit recovery policy.

Algebra Credit

Students must not enroll in Foundations in Algebra (4116) prior to ninth grade. A school that offers Foundations in Algebra (4116) must subsequently offer Intermediate Algebra (4117). Students who successfully complete Foundations in Algebra (4116) must subsequently enroll in Intermediate Algebra (4117). Upon completion of this two-course sequence, students must take the state-mandated Algebra 1 End-of-Course assessment (Algebra 1 EOCEP) administered at the completion of the second course, Intermediate Algebra (4117). Students may not receive mathematics credits for both Foundations in Algebra (4116) and Algebra 1 (4114). In that case, one course will receive mathematics credit; the other will receive elective credit. Students who have a final average of D in Algebra 1 (4114) may subsequently enroll in Intermediate Algebra (4117). Students who complete Intermediate Algebra (4117) after Algebra 1 (4114) must re-take the state-mandated Algebra 1 End-of-Course assessment (Algebra 1 EOCEP) administered at the completion of Intermediate Algebra (4117). In that case, one course counts as mathematics graduation credit and the other is an elective credit.

Fall/Winter Diploma Ordering

1. The 2021-22 Fall/Winter ordering period is open and will close on January 28, 2022.
2. Order all Fall/Winter/Summer diplomas through DOTS using the Early/Late feature.
3. Please allow 4-6 weeks for diploma delivery.
4. During the Fall/Winter/Summer ordering periods, DOTS relies on PowerSchool data; therefore, code the following fields:
 - Diploma Order is set to 'F'
 - Diploma Type is set to 'F'
 - EXIT DATE on the Transfer Info page is set to a date within the ordering period. Graduation date is fine.
5. The date on the diploma must match the date on the transcript. It should be the 90th day or the day the student finished all classes.
6. It is the district's decision to allow early graduates to participate in the Spring ceremony. Regardless of this, transcripts and diplomas must have the fall/winter graduation date on them.

Tips for Diplomas

1. Check birth certificates to verify names. Some students have had incorrect names in PowerSchool since Kindergarten. Never assume.
2. If the birth certificate is in all capital letters, verify with the parent/guardian on upper and lower case letters, apostrophes, and hyphens.
3. Check surnames
4. Ensure the names are correct in both PowerSchool and DOTS.
5. You may use court orders.
6. After receiving diplomas, review them for accuracy. If there is an issue, re-order using Early/Late and use the edit feature to correct it. Please make sure PowerSchool is correct. If there is an issue that you are unable to correct, please email me.

Early Graduates

1. It is important that parents are aware of the implications associated with **early graduates; most notably, they are excluded in the class rank calculations for SC scholarship purposes.** Students can still qualify for scholarships based on GPA and ACT/SAT test scores. Students may continue their high school education by taking additional classes at the high school or dual enrollment classes.
2. If you are in doubt as to who qualifies as an 'Early Graduate,' please consult page 18 of the Early Graduates Manual.
3. An Early Graduate application should be signed by the principal, the counselor, the student, and the parent.
4. Students who **Graduate Early** are juniors who meet all graduation requirements at the end of their 3rd year of high school. They are moved to the 12th grade at the end of their junior year and will be included in the 12th grade cohort, thus included in class rank calculations.

5. Districts must have a policy in place for whether or not 3rd year graduates can be valedictorian or salutatorian.

Verifying Graduates

Counselors and principals must verify Fall/ Winter graduates within 10 days of graduation. Remove any student who does not meet the graduation requirements per Regulation 43-234 from the graduation list in DOTS before verifying. It is imperative that graduates are verified.