

## Transcript Information

1. Run the entire set of transcript reports for each class every year and archive them. This should be done between high school graduation and June 30, the CHE deadline for transcripts to be processed for state scholarship eligibility determination. There are no exceptions to this date.
2. After archiving these transcripts, DO NOT RERUN transcripts using PowerSchool. Any grade data changes after this *Final* run can present GPA and class rank errors that will potentially disqualify a school's students from scholarship eligibility. Only these archived reports should be sent to colleges, universities, and the SC Commission on Higher Education.
3. *Date Calculated* is the date on which these reports are run. It is required on all transcripts used for state scholarship purposes. This date is the actual system date on which final transcripts were processed in PowerSchool, not the date archived transcripts were printed.
4. The full list for Student Transcript Verifications is on page 22 of the Early Graduates Manual. When I review transcripts to ensure students have met graduation requirements per Regulation 43-234, I review the following elements:
  - The top of the transcript should state "State of South Carolina Standard High School Transcript – Final."
  - **Graduation Date – should be the 180<sup>th</sup> day of the school year for Spring graduating seniors. It is not the date of the graduation ceremony. Diplomas should be printed with the 180<sup>th</sup> day on it.**
  - Class Of: Please make sure the correct graduation year is displayed.
  - Credits Earned: ensure all credits are verified. Regulation 43-234 is attached.
  - Principal's Signature: The principal is solely responsible for signing and dating transcripts. The principal's printed name should be underneath the signature. An electronic signature is required for both DOTS and Parchment.
  - Accurate GPA
  - Class Rank
  - Date Calculated
  - School name from which the student graduated.
5. Transcripts sent to me to verify a student should be the archived transcript, the one that was filed in the student's permanent record, or as it was saved electronically prior to the June 30 deadline for that school year. Do not print a new transcript via PowerSchool because the class rank and/or GPA calculation reported could provide incorrect information.