



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: Special Education Directors

FROM: Peter Keup, J.D.
Director, Office of Special Education Services

DATE: January 3, 2024

RE: South Carolina High School Employability Credential Issuance School Year 2023-24

Special Education Directors or Coordinators (or designated staff) will need to ensure that the appropriate PowerSchool administrators within the district know which students should be coded as seeking the South Carolina High School Employability Credential so that they can be coded appropriately by the deadlines detailed below. Special Education Directors should verify with district PowerSchool administrators that data entry has been completed for students on track to earn the Credential as soon as possible.

Data Entry Required for Paper High School Employability Credential Orders and Shipping

Please see below the 2023-24 PowerSchool data entry due dates for coding students on track to earn the South Carolina High School Employability Credential. For these students, data entry and submission for the “**Seeking Employability Credential**” checkbox and the “**Employability Credential Date**” fields are required by the specified dates. Note that these students will not yet have met all requirements, but the “Employability Credential Date” field is still required, as it is needed to generate student rosters for paper credential ordering.

- Data must be entered and submitted for students exiting early by:
February 15
- Data must be entered and submitted for students exiting in the spring (most students are in this category) by:
March 1
- Data must be entered and submitted for students exiting in the summer by:
July 19

Data Entry Required for final student recipient counts and issuance of digital South Carolina High School Employability Credential

Please see the 2023-24 PowerSchool data entry due dates below for coding students who have met all requirements to earn the South Carolina High School Employability Credential. For these

students, data entry and submission for the “**Employability Credential Earned**” checkbox and the “**Employability Credential Date**” fields are required by the specified dates (“Employability Credential Date” should already be populated for all students who are seeking the Credential). Students seeking the Credential for whom both fields are not populated by the due dates specified below will not receive their digital credential and will be removed from the final recipient list.

- Data must be entered and submitted for students exiting early by:
February 15
- Data must be entered and submitted for students exiting in the spring (most students are in this category) by:
May 31
- Data must be entered and submitted for students exiting in the summer by:
August 5

Required Fields in PowerSchool

For step-by-step instructions on data entry required for ordering and issuance of the Employability Credential, please see the short video:

[***Employability Credential PowerSchool Data Entry Training Video***](#) (6 minutes, 57 seconds)

For questions about the South Carolina High School Employability Credential, please contact Kim Watkins at kawatkins@ed.sc.gov. For questions regarding Data Entry into PowerSchool, please contact Wendy Stephens at wstephens@ed.sc.gov.