

**Act 155 Diploma-Granting Procedures**  
**Office of Federal and State Accountability**  
**South Carolina Department of Education**

## **Purpose**

The purpose of this document is to provide school district boards with a procedure for requesting S.C. high school diplomas pursuant to S.C. Code § 59-18-310(B)(2), as amended by Act 155 of 2014 and Act 207 of 2016, and for submitting the official graduate information to the Office of Federal and State Accountability at the South Carolina Department of Education (SCDE).

Act 155 diploma requests are to be sent to [Act155diplomas@ed.sc.gov](mailto:Act155diplomas@ed.sc.gov) and will include a **verification statement** with each request. This statement is included in these procedures.

Act 155 diploma request forms may be submitted beginning August 1, 2016, to the e-mail address noted above. Contact Darlene Prevatt at [dprevatt@ed.sc.gov](mailto:dprevatt@ed.sc.gov) or by phone 803-734-3477 for more information or clarification.

## **Procedures**

- A person who is no longer enrolled in a public school and who previously failed to receive a high school diploma or was denied graduation solely for failing to meet the exit exam requirements, pursuant to former § 59-18-310(B)(2) and State Board of Education (SBE) regulation, may petition the local school board of the district where the person completed graduation requirements to determine the student's eligibility to receive a high school diploma pursuant to the amended statute (Act 207 attached). There is no deadline for petitions from former students.
- The local school board will establish district procedures for receiving and processing diploma petitions. District procedures must include examination of high school certificate holders as defined in SBE Regulation 43-234. Please note that an exit examination requirement has been in place since the 1989–1990 school year; therefore, provisions will be applicable for former students beginning with the class of 1990. The local school board will identify a contact person (District Administrator) and report the name and contact information to Darlene Prevatt at [Act155diplomas@ed.sc.gov](mailto:Act155diplomas@ed.sc.gov), at the SCDE on or before July 22, 2016.
- The local school board may begin to order diplomas for those students who will now qualify for a high school diploma beginning August 1, 2016. All Act 155 diploma requests must be made through the [Act155diplomas@ed.sc.gov](mailto:Act155diplomas@ed.sc.gov) e-mail address.
- Act 155 diploma requests must include the verification statement: The school board chair or designee has reviewed the academic record for each student listed in the attached diploma request list and has determined each has met all graduation requirements except the previous exit exam requirement and are in compliance with the law.

- Each Act 155 graduation template must contain completed information for each diploma request and must be submitted to [ACT155diplomas@ed.sc.gov](mailto:ACT155diplomas@ed.sc.gov). The verification form with the superintendent's or designee's signature must be submitted in or with the graduation template.
- The SCDE will forward a diploma request for each person on the Act 155 diploma request list to the print company. Completed diplomas will be mailed to the contact person identified in the order e-mail. Please allow four to six weeks for production.
- Students receiving diplomas in accordance with this section shall not be counted as graduates in the graduation rate calculations for affected schools and districts, either retroactively or in current or future calculations, as directed in Act 155.

## E-Mailing Diploma Requests

All requests for South Carolina high school diplomas pursuant to Act 155 **must be e-mailed to [Act155diplomas@ed.sc.gov](mailto:Act155diplomas@ed.sc.gov)**. Send the Act 155 diploma request list for each high school for which there is a diploma request as an attachment in a single e-mail message. **Include the following in the "Subject" line of each e-mail:**

- The **district's name, Act 155 Diploma Request.**

*Example:* Lexington 3 Act 155 Diploma Request

1. In the e-mail "**Message**" box (the body of the e-mail), provide the following information. **(The omission of any of this information may cause the request to be delayed.)**
  - **Official Verification Statement:** "The school board chair or designee has reviewed the academic record for each student listed in the attached diploma request list and has determined each has met all graduation requirements except the previous exit exam requirement and are in compliance with Act 155."
  - **The district's name.**
  - The **mailing address** where the completed diplomas are to **be mailed.**
  - The **contact person's name.**
  - The **contact's area code and phone number.**
  - The **contact's e-mail address.**
  - **The superintendent's name and signature.**
2. Attach a separate Act 155 template for each high school for which there is a diploma request.

**Sample Diploma Request E-mail.** Submit the official diploma request with the attached diploma request lists via e-mail to [Act155diplomas@ed.sc.gov](mailto:Act155diplomas@ed.sc.gov) (see the following e-mail sample below).

