MEMORANDUM

From: Cynthia Hearn,
       Office of Research and Data Analysis

To: School Guidance Counselors

CC: High School Principals
       Accountability Directors
       Technology Directors/SIS Coordinators

REMINDER: Transcripts for SC State Scholarships, June 2014

The "State of South Carolina Standard High School Transcript" is the official report expected by SC colleges and universities for the purpose of awarding the SC state scholarships to deserving graduates of our high schools, whether Palmetto Fellows, LIFE or HOPE.

The Commission on Higher Education (CHE) has provided for school personnel a set of transcript requirements for state scholarship purposes that must be met. **Please ensure that your students' transcripts follow the specifications for the appropriate format and complete data elements.** The receiving colleges, universities, and CHE staff cannot accept incomplete transcripts that show blank fields.

Transcripts Printed Directly from PowerSchool
Transcript requirements for a traditional student (May-June Graduate):
- ALL transcripts must identify SC UGP GPA
    - All State scholarship programs are based on the SC UGP GPA. Therefore, all transcripts must specifically state "SC UGP GPA."
    - Any transcript that states, "Weighted and Unweighted GPA," "Total GPA," or "GPA" will not be accepted for the purposes of awarding State scholarships as they must comply with the SC UGP. The column headings are specifically SC UGP GPA and 4.0 GPA as shown in the sample graphic below:

	SC UGP GPA	4.0 GPA
GPA Summary **Class Rank** **Date Calculated**	2.994 48 of 76 June 6, 2014	2.541
Credit Summary Total Credit Attempted: 24.00 Total Credits Earned: 23.00		

- All final transcripts must have the "Date Calculated" field populated correctly with a date that falls after the date of the high school graduation (May-June), but no later than **June 15th**. The "**drop-dead**" deadline for transcripts to be received by the CHE, colleges or universities for state scholarship eligibility determination is **June 15** each year. **There are no exceptions to this date.**

   The "Date Calculated" date is required on all transcripts used for State scholarship purposes regardless of academic year (and essential for those wishing to participate in the Palmetto Fellows Scholarship application process).

- The final grades/ranking cannot include grades earned after the official graduation date of the school year :
   - Summer school grades earned after high school graduation cannot be used in the calculation. The final, official transcript must be in compliance with the policies set forth by the South Carolina Department of Education (SCDE).
   - A transcript used for State scholarship purposes must not state "Work In Progress."

For any student who graduates a year (or two) early, but graduates in the summer, the Commission would need to be contacted. The student may be able to earn scholarship eligibility based on the SC UGP. Rank would not be used as a factor for eligibility.

eTranscripts

CHE was initially concerned about the use of eTranscripts for purposes of state scholarship eligibility. However, if schools ensure that their eTranscripts include the following items, the transcripts can be used to determine state scholarship eligibility:

- Must have the title, "State of South Carolina Standard High School Transcript"
- Will have **NO BLANK** fields when sent to Parchment or other electronic services
- Must be the final, official transcript listing the SC UGP GPA and Class Rank
- Must include the electronic signature of the authorized official responsible for the accuracy of student transcript data elements
- Must include the accurate "Date Calculated" representing the date the transcript was processed in PowerSchool as required.

To further explain the above listed items, more complete information is provided below.

- The transcript sent to Parchment (or other companies providing the electronic transcript service) is processed using the official and final transcript object report provided by SCDE that is entitled, "State of South Carolina Standard High School Transcript." If your school is not using the template provided through the SCDE, contact your PowerSchool Coordinator or Technology Director for assistance.

- All data fields for this transcript are populated with accurate data values, and there can be **NO BLANK** fields. (When a field has no data value, the snapshot of the PowerSchool PDF is sent with incomplete information and receivers at the college or university cannot accept incomplete transcripts.)

- The eTranscript must demonstrate that it is the "final and official" transcript listing the final SC UGP GPA/final rank for the students who received their SC High School Diplomas. (See the graphic above for the column headings expected.)

- The eTranscript is authentic; that is, the authorized official at the high school sent the transcript to Parchment. The electronic signature is that of the principal, lead counselor, or other counselor designated by the school as an authorized sender. The person is/was assigned the login role (USER ID and PASSWORD specific) with Parchment or other companies providing the electronic transcript service). **Do not share your USER ID and PASSWORD with others.**

- The signature on the eTranscript – authorization that the signature is the "official" authority – should NOT be the vendor.

- The eTranscript needs to demonstrate the appropriate "date calculated" date:
  - This date is truly the system date on which the final transcript was processed in PowerSchool.
  - The "date calculated" is not the date that the transcript was printed or sent to Parchment.
  - The "date calculated" is not a static date of June 15, 2014 on a transcript report.
  - Again, **June 15th each year is the drop-dead deadline** on which CHE, colleges, and universities can accept an eTranscript/transcript for state scholarship eligibility determination.

If you provide the final transcripts for your students' state scholarship applications as direct PDFs from PowerSchool, remember that **you will run the entire set of reports for each class and archive them** (using the procedures provided by your district PowerSchool coordinator). You will then use ONLY the reports from this set for sending to colleges and universities on or before the deadline.

After archiving your "scholarship" transcripts, **DO NOT RERUN a single student's (or a group of students') transcript using PowerSchool and provide the printed hard copy or electronic copy for a student's final report for college admissions or scholarship purposes** without contacting your PowerSchool administrator. Any grade data changes made in your PowerSchool database for any student's current record after this "final" run can present GPA and class rank errors that will invalidate this current set of transcripts for all students.

For content questions you may have concerning South Carolina state scholarship requirements, contact Dr. Karen Woodfaulk at CHE (KWoodfaulk@che.sc.gov or 803-737-2244). For technical questions involving PowerSchool setup or the transcript reports, contact Louise Amos at SCDE (lamos@ed.sc.gov or 803-734-8164).

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