

Act 155 Diploma Requests

Petition Process

1. Identify your school's contact person for this process. Send name, email address, and phone number to Act155Diplomas@sccharter.org by **June 6**.
2. Collect information from each student/parent who contacts the school requesting a diploma. All requests made by students/parents to the district office will be redirected to the school's contact person.
3. The SCDE will advertise this opportunity via newspaper. Your school may choose whether to contact individual students who are eligible.
4. For each request, document that the student is eligible. He or she must have met all graduation requirements except passing the exit exam (see below).
5. Present eligible students to your school board chair or designee for review.
6. Send a diploma request to Act155Diplomas@sccharter.org, following the format in the sample email (see below).
 - a. Attach a plain text file (.txt) that lists the eligible students, following the format in the sample provided.
 - b. Attach ONE file (.pdf) that contains an official transcript for every student. These must be signed and dated.
 - c. Every request must include the verification statement as shown in the sample.
 - d. Requests that are not in the required format will be returned to the school for correction.
7. Petitions must be filed with the SCDE by **December 31, 2015**. All school requests should allow sufficient time to be forwarded by the district.
8. Allow three to four weeks for diplomas to be printed and delivered.

Requirements for Earning a South Carolina High School Diploma

- A. The student must earn a total of twenty-four units of credit as follows:
Unit Requirements

English language arts	4.0
mathematics	4.0
science	3.0
U.S. History and Constitution	1.0
economics	0.5
U.S. Government	0.5
other social studies	1.0
physical education or Junior ROTC	1.0
computer science (including keyboarding)	1.0
foreign language or career and technology education	1.0
electives	7.0

	24.0 total

- B. The student must pass a classroom examination on the provisions and principles of the United States Constitution, the Declaration of Independence, the Federalist papers, and American institutions and ideals. This instruction must be given for a period of at least one year or its equivalent, either within the required course U.S. History and Constitution or within another course.
- C. The student must pass a high school credit course in science in which an end-of-course examination is administered.
- D. The student must be enrolled for a minimum of one semester immediately preceding his or her graduation, except in case of a bona fide change of residence. Units earned in a summer school program do not satisfy this requirement.
- E. The student must pass both parts of the South Carolina high school exit examination in addition to earning the required number of prescribed units.

Based on Regulation R43-234. Full text:

<http://ed.sc.gov/agency/stateboard/documents/234.pdf>

Act 155 Diploma Request – Sample Email

- Submit the request to Act155Diplomas@sccharter.org.
- Attach a plain text file (.txt) that lists the eligible students, following the format in the sample provided.
- Attach ONE file (.pdf) that contains an official transcript for every student; must be signed and dated.
- Every request must include the verification statement and other information shown in the sample below.
- Requests that are not in the required format will be returned to the school for correction.

