

Documentation for Graduates of the SC Public Charter School District Updated May 2015

All schools in the SC Public Charter School District are required to submit the following documentation to the district at least 48 hours prior to the scheduled graduation ceremony:

- Official transcript for each graduate that is:
 - Generated from PowerSchool
AND
 - Signed by the school leader
AND
 - Includes all required components (24 units, 4 maths, etc.)

AND

- Typed listing of all graduates, sorted alphabetically by last name.

The 48-hour requirement also applies to mid-year graduates.

Documentation must be received by the district no later than 48 hours prior to the scheduled graduation ceremony. Options for submission are:

- Via mail or hand-delivery to
 - SC Public Charter School District
 - Attn: Courtney Mills, Director of Accountability
 - 3710 Landmark Drive, Suite 201
 - Columbia, SC 29204
- Via email to cmills@sccharter.org

The district will audit each school's documentation. Noted discrepancies may trigger a more in-depth review and/or a Letter of Noncompliance. Due to the large number of graduates in a short time span, reviews may be completed after graduation ceremonies have already taken place. To avoid consequences to students, schools are reminded that it is their responsibility to carefully review each and every potential graduate's completion of the state requirements prior to the graduation ceremony.