

Spartanburg School District Four

District Act 155 Diploma Granting Procedures

1. Woodruff High School will examine available records for all classes from 1990—2014 to obtain a list of students who received a certificate in lieu of a diploma for failure to meet standard on at least one area of either the BSAP or HSAP Exit Exam.
2. Efforts will be made to contact by mail each of the individuals identified through the records search.
3. Procedures will be posted on the district website advising potential diploma recipients of the diploma petition process.
4. Announcements will be made via local radio and annual edition of Visions regarding the diploma petition process.
5. The superintendent will be the designated district contact person as approved by the school board.
6. Students petitioning for a diploma must complete form W-155 which is attached.
7. The transcript of each student requesting a diploma will be reviewed by the high school for fulfillment of Carnegie unit requirements in place at the time of graduation for that student.
8. A copy of the transcript will be reviewed by the district designee before approval to petition the SDE for a diploma will be granted.
9. Upon district approval, the diploma request will be submitted to include appropriate verification statements as required by Act 155.
10. Student records will be adjusted to reflect receipt of a high school diploma per Act 155.

Spartanburg School District 4

School Board Petition for High School Diploma per Act 155

Form W-155

I, _____, hereby request that Spartanburg School District 4 review my high school transcript for completion of the Carnegie unit requirements and issue me a Woodruff High School Diploma. I previously received a certificate because of not meeting the Exit Exam requirement in place at the time of my graduation. I further indicate that I have not passed the Exit Exam through any summer program or Adult Education program. I also understand that this request will be processed locally and sent to the State Department of Education which anticipates four weeks for production and delivery to the district. I note that I will be contacted by the district when the diploma is received within the district.

Signed: _____ Date: _____

FOR OFFIC USE ONLY

Received By : _____
Transcript Reviewed By: _____
District Approval: _____
Diploma Request Sent to SDE: _____ Date: _____
Diploma Received: _____
Transcript Reflects Diploma Awarded via Act 155 _____

ACT 155 Diploma Petition Information Sheet

Spartanburg School District 4

Please fill out this form in its entirety. Please email the form to rliston@spartanburg4.org or print the entire form and fax it to 864-476-8616 to the attention of Dr. Rallie Liston or mail the form to Spartanburg School District 4, Attn: Dr. Rallie Liston, 118 McEdco Rd, Woodruff, SC 29388

All names should appear as they are listed on your birth certificate.

First Name: _____

Middle Name: _____

Last Name: _____

Current Address: _____

Phone: _____

Please provide your cell or home number where we can contact you.

Date of Birth: _____

Email address: _____

What year would you have graduated Woodruff High School? _____

If after reviewing the academic records and it is found that the only thing preventing the petitioner from receiving a high school diploma was the passage of an exit exam (BSAP or HSAP), the petitioner's name will be submitted by the Spartanburg School District Board of Trustees to the SC State Department of Education to receive a diploma. Please see the Guidelines for Petition of High School Diploma in Accordance with Act 155 for specific information or email Dr. Rallie Liston at rliston@spartanburg4.org.