

Need a copy of your GED or High School Diploma?

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Click on High School & GED Document Ordering & Verification

The High School Equivalency and Replacement Diploma Office Records Request



Select To Get Started:

 **CLICK HERE if you are a FORMER or GRADUATE STUDENT and would like to order a HS Diploma or GED Transcript/Diploma**
in English

 **CLICK HERE if you are a CORPORATOR, COLLEGE, VERIFICATION COMPANY, or GOVERNMENT AGENCY**

General Information
The High School Equivalency and Replacement Diploma Office of the South Carolina Department of Education (SCDE) is responsible for the archiving of student permanent records of former and alumni SCDE students. SCDE is now offering a convenient and secure website for former students and corporations to request transcripts and student records online. Please note: If you have withdrawn at any time during the current school year, contact the last school attended for copies of records.
If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent.

Important Information:

- All requests for student records/information will be submitted and paid for online using a credit or AMEX card.
- Phone, mail, or fax requests will no longer be accepted.
- You will receive emails from web@doe.scd.edu to notify you of the status of your order. It is important you read these emails carefully as additional information may be required to process your request.
- For those requesting to pick up records, an official, unexpired photo ID is required such as a driver license, passport or military ID.
- Please allow 10 business days to process student records orders.
- All fees are research fees and are not-refundable.



The High School Equivalency and Replacement Diploma Office Records Request

Online Student Records Request Step 1: Please Enter All Information

This is an official request for a copy of a student record. The information requested in this request should be permanent records. Please complete all information on this form and click the order process by clicking "Process My Order". This information received on this page is required to verify and protect your student records from being accessed by unauthorized individuals. To not receive a credit from web@doe.scd.edu order to verify you of the status of your order. If a confirmation, text, email or call is required as additional information may be required to process your request.

PLEASE READ THE ORDER WARNINGS: Since the order has never submitted and payment received, you will be directed to a confirmation page when you click the "Order Tracker". You will also receive a file to the Order Tracker via email from web@doe.scd.edu order. To receive the Order Tracker, you will enter your email address, order number and password.

If you are requesting a copy of your High School Diploma via email delivery only by selecting the "High School Diploma personal copy email" option, please address the "To" email for this document delivered via email. Delivery address and order your mailing address but we have it on file. Your fees will then be sent via email only.

If you are requesting a copy of your GED please type GED in the Name of School field.

If you do not remember your last South Carolina school of attendance, please use your last grade in the designated fields below.

If you have a middle name, please enter it in the appropriate field. This will help expedite the processing of your records order.

Name While Attending School:

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip:

Phone:

Business ID:

Information Related To Your Birth:

Last Name:

First Name:

Middle Name:

Birth Date:

Birth State:

Birth Country:

Your Last South Carolina School of Attendance:

Name of School:

County of School:

Last Year Graded:

Do you graduate? Yes No

If you received your GED enter GED in Name of School section on the form.

It is a \$14.00 fee for the document and a \$2.50 convenience fee.