

Graduation Verifications for Employers

Graduation verifications confirm a student's graduation date only (no GPA, rank, grades or credits are shown) and are available to prospective employers through the South Carolina Department of Education. Employers can complete the online request and submit payment at: <https://doesc.scriborder.com/> (You may need to copy and paste the link)

Transcripts

To request a transcript, print the [Student Transcript/Records Request Form](#) and mail it to the appropriate address below. **Be sure to sign the form, attach a copy of your photo ID (driver's license or passport) and \$5 for each transcript requested.** If you completed your high school graduation requirements through *Lifelong Learning* or the *Satellite Diploma Program* please make a note to that effect and include that graduation date. We cannot process your request if it is incomplete.

- **If you graduated in 2013 or prior, or withdrew prior to December 31, 2013**

Transcripts are available by mail only and will be mailed within 2-3 business days in most situations. Mail the completed request form, photo ID and payment (cash or money order payable to "Greenville County Schools") to:

Greenville County Schools

Attn: Information Assurance Office
PO Box 2848
Greenville SC 29602

- **If you graduated in 2014 or later, or withdrew after January 1, 2014**

Transcripts are available by mail or in person from the Mauldin High Guidance Office. Transcripts requested by mail will be processed within 1-2 business days; walk-in requests will be processed immediately. If you plan to request a transcript in person, please be aware that the Guidance Office is not open daily during the summer; however, the Mauldin High website will have the summer Guidance Office hours posted. For mail-in requests, mail the completed request form, photo ID and payment (cash or money order payable to "Mauldin High School") to:

Mauldin High School

Attn: Guidance Office
701 E Butler Rd
Mauldin SC 29662

- **Students who are moving or transferring to a new high school**

Parents should complete a Transfer Form in the Guidance Office. If you have already moved, **please ask your new school to fax a records request to us at 864-355-6645.** Records are not sent with parents.

- **Current Mauldin High students**

Current students should contact their counselor or the Guidance Office for transcript information.

Replacement Diplomas

A replacement **high school diploma, GED Transcript** or **GED diploma** can be ordered from the South Carolina Department of Education at: <https://doesc.scriborder.com/>

The SCDE website accepts debit cards or credit cards only.

Questions should be directed to **803-734-8500**.