

Replacement Diploma Ordering

1. Using Google Chrome or another browser, type in ed.sc.gov
2. On the SCDE website, scroll down to the bottom, right-hand side.
3. Find the box labeled “Family and Community.”
4. Click on the 3rd bullet labeled “High School & GED Document Ordering & Verification.”
5. That link will take you to the Records Request page.
6. On the left-hand side, click on the silhouette of the graduate.
7. That link will take you to the Request Form.
8. There is a fee of \$14.00.

If you are in the SCDE’s system and you requested an email copy, you should receive your copy within 72 hours. If you requested a hard copy, Jostens will ship it to your address within 4-6 weeks.

If you are not in the SCDE’s system, the replacement diploma office will send you an email stating you must obtain a copy of your high school transcript and a letter from the current principal verifying you met all requirements for graduation. The request form for the diploma also allows you to request a transcript for a fee. The transcript and the letter must be emailed to me at lmcnair@ed.sc.gov

Once I receive the letter and the transcript, I will certify you and let the replacement diploma office know. From there, they will fill your request. You will not have to pay an additional fee if you already requested one and have an order number,

If you have any questions, please call me at 803-734-8111.