

## **Learn4Life High School-Charleston Student Records and Transcripts Retention Policy**

Learn4Life High School-Charleston staff is responsible for the archiving of student cumulative records of former students. If a student or former student is in need of school records for any reason, records or access to records will be provided to the student as requested. Additionally, Learn4Life High School-Charleston will adhere to the law, regulations and legislation of the state of South Carolina and the South Carolina Department of Education.

The Family Educational Rights and Privacy Act (FERPA) student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is less than 18 years of age. 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.

### **Enrolled/Withdrawn Students**

If you withdrew from Learn4Life High School-Charleston prior to graduation, please check with the last school attended to obtain your records. We can provide records based on the time the students was enrolled at Learn4Life Charleston, however, records of students who are transferred are sent to the receiving district to which the students transferred.

### **GED / Diploma Verification or Replacement**

Effective September 1, 2015, the South Carolina Department of Education's GED/High School Diploma Replacement Program Office may no longer accept mail-in requests for duplicate GED diplomas, GED transcripts, or replacement high school diplomas. A link will be placed on the agency website which will allow orders to be placed and payment made online for all of these requests, as well as verification requests.

The link below provides more information regarding the state's process for GED/Diploma verification or replacement.

<https://ed.sc.gov/instruction/adult-education/diploma-replacement/>

### **Birth Certificate**

The South Carolina Vital Records offices issue birth certificates for births that occurred in South Carolina since 1915.

<https://scdhec.gov/vital-records/birth-certificates>

### **Individualized Education Plan (IEP)/504 Plans**

Special Education records are maintained by Learn4Life High School electronically in Enrich. IEP/504 Plan records will be filed in the students permanent records onsite. in the BCSD Special Education Department: To request these records call 843-899-8647.

### **How to Request a Transcript/School Records/Education Verification**

Former students, educational institutions and authorized third parties MUST request transcripts, cumulative records and/or education verifications online using Parchment. Allow a minimum of three (3) to five (5) business days to process your request. This processing time may be shorter or longer depending on the volume of requests. Phone, email, mail and fax requests will NOT be accepted.

Using the link below, complete the online form, submit payment and receive updates as your request is processed. <https://www.parchment.com/u/registration/50278901/account>