

MEMORANDUM

TO: Special Education Directors

FROM: Peter Keup, J.D.
Director, Office of Special Education Services

DATE: January 27, 2026

RE: South Carolina High School Employability Credential Issuance for
School Year 2025-26

Special Education Directors or Coordinators (or designated staff) will need to ensure that the appropriate PowerSchool administrators within their district know which students should be coded as seeking the South Carolina High School Employability Credential so that, by the deadlines detailed below, they can be coded appropriately as seeking the credential, the data they are scheduled to earn it can be coded, and their Postgraduate Student Email address can also be entered. Additionally, if early exiters have not been coded, this will need to be done, as well.

Special Education Directors should verify with district PowerSchool administrators that data entry has been completed for early exiters and for students on track to earn the Credential in the spring as soon as possible.

Data Entry Required for Paper High School Employability Credential Orders and Shipping

Please refer to the 2025-26 PowerSchool data entry due dates listed below for coding students on track to earn the South Carolina High School Employability Credential. For these students, data entry and submission for the “**Seeking Employability Credential**” checkbox, the “**Employability Credential Date,**” and “**Postgraduate Student Email**” fields are required by the specified dates provided. Note that these students may not yet have met all requirements, but the “Employability Credential Date” field is still required, as it is needed to generate student rosters for paper credential ordering.

- Data must be entered and submitted for students exiting early (for these students, also be sure to see the section below for coding final recipient data) by:
February 20

January 26, 2026

- Data must be entered and submitted for students exiting in the spring (most students are in this category) by:
April 3
- Data must be entered and submitted for students exiting in the summer by:
July 17

Data Entry Required for final student recipient counts and issuance of digital South Carolina High School Employability Credential

Please see the 2025-26 PowerSchool data entry due dates below for coding students who have met all requirements to earn the South Carolina High School Employability Credential. For these students, data entry and submission for the “**Employability Credential Earned**” checkbox, the “**Employability Credential Date**,” and the “**Postgraduate Student Email**” fields are required by the specified dates (“Employability Credential Date” should already be populated for all students who are seeking the Credential). Students seeking the Credential for whom the required fields are not populated by the due dates specified below will not receive their digital credential and will be removed from the final recipient list.

- Data must be entered and submitted for students exiting early by:
February 20
- Data must be entered and submitted for students exiting in the spring (most students are in this category) by:
May 29
- Data must be entered and submitted for students exiting in the summer by:
August 7

Required Fields in PowerSchool

For step-by-step instructions on data entry required for ordering and issuance of the Employability Credential, please see the short video (note that the dates shown in the video are just examples from the year that the video was created, so please ensure that correct Employability Credential Dates are entered for your students):

[**Employability Credential PowerSchool Data Entry Training Video**](#) (6 minutes, 57 seconds)

IMPORTANT REMINDER:

As with all required PowerSchool data submissions to SCDE, a district PowerSchool administrator will need to ensure that once the appropriate data entry has been completed, the data is then published to Ed-Fi for these students.

For questions about the South Carolina High School Employability Credential, please contact Kim Watkins at kawatkins@ed.sc.gov. For questions regarding Data Entry into PowerSchool, please contact the Data Management Team at PowerSchool@ed.sc.gov or Wendy Stephens at wstephens@ed.sc.gov