

HHIHS Alumni Record Request

HHIHS Class of 2012 or later may request the following:

Official High School Transcript - \$10.00 per copy and/or **Immunization Records** - \$10.00 per copy

There are **two ways to submit your request**, ID, and payment: 1. Email to Katie.Benton@beaufort.k12.sc.us
2. Mail to Hilton Head Island High School, Attn: Student Records, 70 Wilborn Road, Hilton Head Island, SC 29926

If you earned your HS diploma through BCSD Adult Education or if you graduated/left prior to 2012 please contact Beaufort County School District Student Records at <https://beaufortsc.scriborder.com/> to request your records.

All duplicate high school diplomas, GED diplomas and GED transcript requests are processed by the High School Equivalency and Replacement Diploma Office of the South Carolina Department of Education (SCDE) in Columbia.

Complete Steps 1-11 in full to obtain a copy of the requested record:

1. Today's Date: _____
2. Document(s) being requested (circle one): Transcript Immunization Records
3. Student's Legal (maiden) Name: _____
4. Date of Birth: _____
5. Did you graduate? _____
6. Graduation Year / Last Year Attended: _____
7. Name of Organization: _____
Mailing Address: _____
OR – Name of person authorized to pick up record: _____
8. Alumni Phone Number: _____
9. Alumni Email Address: _____
10. Fee Order Number (see below for pmt info): _____
11. Attach or Include a copy of your government-issued photo ID

There are three ways to pay for associated fees: In school during business hours (exact cash/check/cards accepted), by mail, or online. To pay online you must use a computer to access the portal, mobile devices will not work. VISIT: hhihs.beaufortschools.net/ and find the "Online School Payments" box in the center of the page. Find *High School*, click *Hilton Head HS*, and select the option labeled *Transcript*. The portal may ask for a student ID but you can use a phone number in its place.

Reminder: Sealed records are "Official" Hilton Head Island High School records. If the seal is broken, the enclosed records become "Unofficial" and will not be accepted as official documentation for applications, scholarships, verification, etc.

Per BCSD policy and the Family Educational Rights and Privacy Act (FERPA) 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. BCSD requires 10 business days to process requests, please make sure records are requested in a timely manner. Unofficial records cannot be requested.