Hilton Head Island High School
Alumni Record Request

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. *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).*

The Following May Be Requested by Alumni:	
High School Transcript	$10.00
Verification of Birthdate	$10.00
Immunization Records	$10.00
Cumulative Folder/Complete Student Record	$15.00

The Following May Be Requested by Corporations / Universities / Attorneys:	
Education Verification	$10.00
High School Transcript	$15.00
Cumulative Folder/Complete Student Record	$25.00

Complete below in full to obtain a copy of the requested record. **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 proper documentation for applications, scholarships, verification, etc.

- Today's Date: _____
- Document(s) being requested (circle one): Transcript Immunization Records Verification of Birthdate Education Verification Cumulative Folder
- Students full (maiden) name: _____
- Date of birth: _____
- Did you graduate? _____
- Graduation year / Last year attended: _____
- Name / Organization to be mailed: _____
- Their address: _____
- **– OR –** Name of person authorized to pick up record: _____
- Fee order number: _____
- Your contact phone: _____
- Your contact email: _____
- ALUMNI: Include a copy of your government-issued photo ID
- OUTSIDE AGENCIES: Include an authorization for record request signed by HHIHS alumni

There are three ways to pay for associated fees: At school during normal business hours (exact cash/check only), by mail, or online. To pay online you must use a computer to access the portal, mobile devices will not work. There is a 6% convenience fee for using the online payment system. VISIT: hhihs.beaufortschools.net/ and find the "Online School Payments" box in the center of the page. Find *High School* and click through to *Hilton Head HS*, there will be an option labeled *Transcript*. When paying, the portal may ask for a student ID but you can use a phone number in its place.