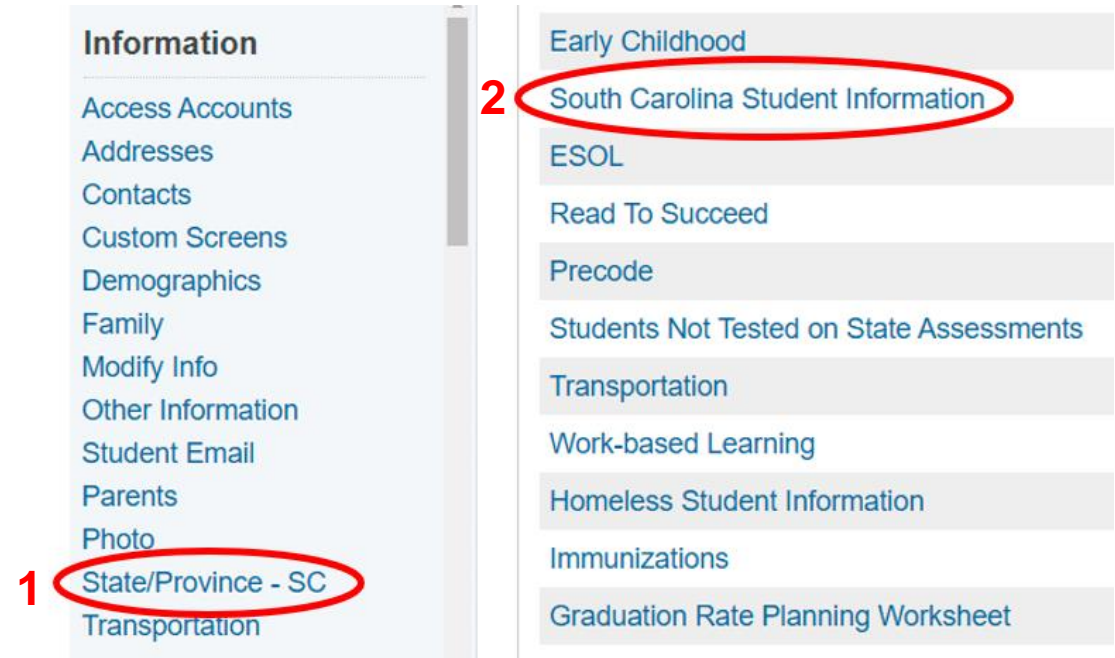# How to Enter Seals of Distinction in PowerSchool

PowerSchool Admin:
Steps for Seal of Distinction Data Entry

1) **Select the eligible student**, and navigate to the **South Carolina State Information** page by clicking on **State/Province-SC** in the left-hand navigation bar.

2) Click on the **South Carolina Student Information** link.

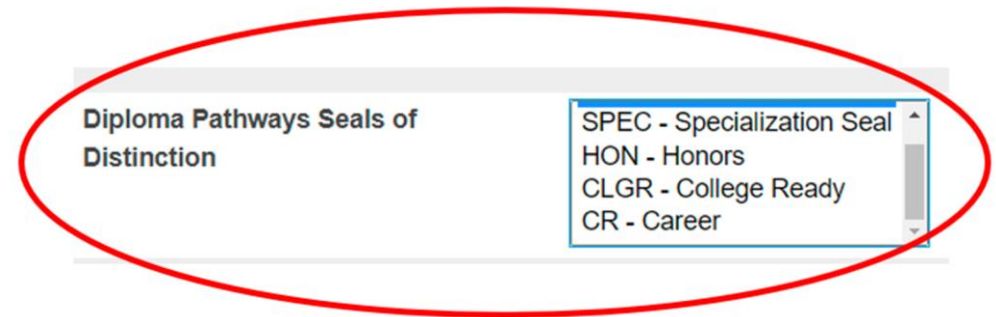# PowerSchool Admin:
Steps for Seal of Distinction Data Entry

3) Scroll to the field titled **Diploma Pathways Seals of Distinction** in the ordering diploma section.

4) Select the appropriate Seal(s) from the values in the corresponding drop-down menu:

> **SPEC – Specialization Seal**
>
> **HON – Honors**
>
> **CLGR – College Ready**
>
> **CR – Career Ready**

Diploma Pathways Seals of Distinction

SPEC - Specialization Seal
HON - Honors
CLGR - College Ready
CR - Career

If the student earned more than one Seal, select multiple Seals by pressing the control key while clicking each Seal value.

PowerSchool Admin: Steps for Seal of Distinction Data Entry

5) If the student earned the *SPEC – Specialization* Seal, then the field **Specialization Area** will automatically be generated.

Select the appropriate area from the values listed as follows:

S – STEM

M – Military

W – World Language

A – Arts

Specialization Area
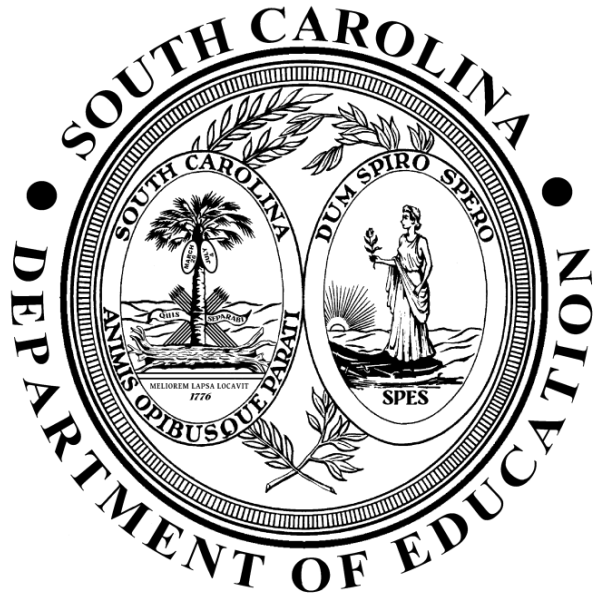- S - STEM
- M - Military
- W - World Language
- A - ARTS

If the student earned more than one Specialization Seal, select multiple Seals by pressing the control key while clicking each Seal value.

PowerSchool Admin:
Steps for Seal of Distinction Data Entry

6) Click **Submit** at the bottom of the page.

Note that the entry will not be saved until submitted in PowerSchool.

QUESTIONS???

Anna Duvall

Office of Student Intervention Services

aduvall@ed.sc.gov

Wendy Stephens

Office of Research and Data Analysis

wstephens@ed.sc.gov