

# HHIHS Alumni Record Request

HHIHS Students who graduated within the **prior two years** may request the following:

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

Please **submit your request**, and **photo ID** to:  
[Mercybel.tricochecruz@beaufort.k12.sc.us](mailto:Mercybel.tricochecruz@beaufort.k12.sc.us)

Please make your **online payment** through:  
<https://osp.osmsinc.com/BeaufortSC/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=CV096-43>

HHIHS students who graduated **three years ago or prior** may request their records through:  
<https://beaufortsc.scriborder.com/>

For a copy of your high school diploma, please follow the link below for your request:  
<https://doesc.scriborder.com/>

**Students who graduated within the past two school years please complete steps 1 – 13:**

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: \_\_\_\_\_
8. Mailing or Email Address: \_\_\_\_\_
9. Name of person authorized to pick up record: \_\_\_\_\_
10. Alumni Phone Number: \_\_\_\_\_
11. Alumni Email Address: \_\_\_\_\_
12. Fee Order Number (see below for payment info): \_\_\_\_\_
13. 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: [hhhs.beaufortschools.net/](http://hhhs.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 *Alumni Records Request*. 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.