

# SC TOP END-OF-YEAR CHECKLIST



## 180-DAY RECORDS FORM: ALL MEMBERS

- CLICK HERE: <https://sc-top.org/end-of-year-form/>
  - Verify that you have completed the record-keeping and attendance requirements for the year. This closes out your membership file.
  - Indicate if you are renewing for next year or transferring/moving elsewhere
  - Save email copy for your reference.

## REGISTRATION FOR NEXT YEAR: RENEWING

- CLICK HERE: <https://sc-top.org/sc-top-registration/>
  - Renewing/Continuing member, even if you're adding a new student under your account
  - List all students on your account—do not submit multiple forms
  - Fees are calculated include: annual registration fee PLUS student fees
  - Annual Membership: July 1-June 30 so you are exempt from compulsory attendance when school resumes in your local district.
  - Late Registration after August by special request only; Late fees added

## TRANSCRIPT ASSISTANCE: ALL HIGH SCHOOL

- CLICK HERE: <https://sc-top.org/transcript-preparation/>
  - Transcript Assistance included in membership fees for all 9<sup>th</sup>-12<sup>th</sup> grade
  - Submit only ONE form per student. LOOK for confirmation pop-up and email.
  - Indicate if you're graduating, transferring or apply for Dual Enrollment to expedite processing and feedback.

## REPORT CARD REQUEST: TRANSFERS ONLY

- CLICK HERE: <https://sc-top.org/forms/report-card-request/>
  - Report Card preparation is an added fee, not included in membership fees.
  - Submit only ONE form per student.
  - Indicate the purpose for the request, where the report card is intended to be sent.