



Palmetto Fellows Scholarship High School Application Status Report

Public and Independent High Schools
and Home School Associations

Class of 2027



Palmetto Fellows Application Status Reports

Delivered by email on the first Monday of every month



CHECK YOUR STUDENTS



Who has submitted an application?



What is each student's current status?



Are there any students missing from this report?

You received an email to submit documents but the student is not on the report – this is a red flag that the student started an application but did not submit it.



Ask the student to log into their dashboard and check the status of their application.



CHECK YOUR ACTION ITEMS



Did I receive and respond to the counselor request?



Did I submit the required school documentation?



Did I miss an email or action item?



CATCH ISSUES EARLY



Student started an application but never submitted it.



Student submitted, but counselor documents are still missing.



Application/documentation issue that still has time to be corrected.



BOTH SIDES MUST BE SUBMITTED BY THE DEADLINE.

Student application + High school counselor documentation
Submitting one does not substitute for the other.



STUDENT APPLICATION



COUNSELOR DOCUMENTATION



REVIEW YOUR REPORT EVERY MONTH

— especially as an application deadline approaches.

NEED HELP WITH YOUR REPORT?

Scan for the step-by-step guide to receiving and reading your report.

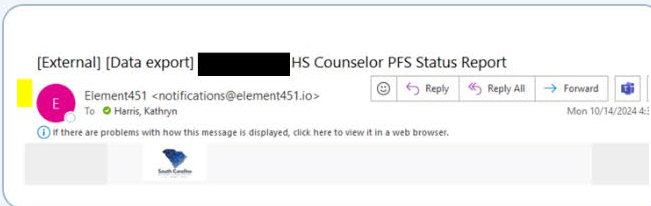


How to Download Your Monthly Report

Three steps from email to Excel

1

FIND THE EMAIL



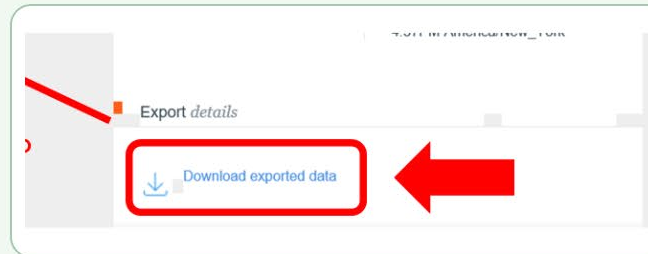
Look for an email from
notifications@element451.io

SAFE-SENDER REMINDER

Add this address to your safe-sender list.

2

DOWNLOAD THE REPORT



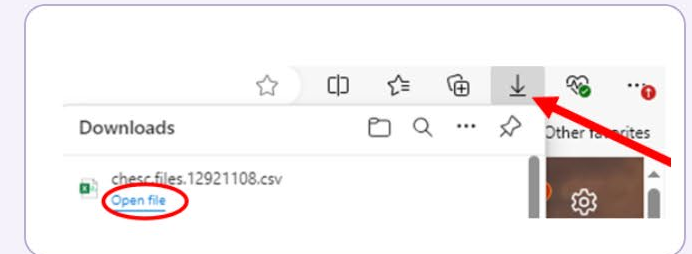
Select

Download exported data

If the link does not open, copy it and
paste it into your browser.

3

OPEN THE CSV



Open the file from your browser's
Downloads folder

The .csv file will open in Excel.



DIDN'T RECEIVE YOUR REPORT?

CHE does not receive notices when report emails are undeliverable.

South Carolina Commission on Higher Education • Office of Student Affairs

Contact Scholarships@che.sc.gov

HS Name	Last Name	First Name	Middle Name	Date of Birth	Email	Phone Cell	Application	Application Decision	Four-Year	Two-Year	Out-of-State	Gap Year	Checklist	Checklist Item	Status
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail		Early PFS , submitted	In Review					ACT/SAT	completed	
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail		Early PFS , submitted	In Review					Parental C	completed	
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail		Early PFS , submitted	In Review					High School	completed	
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail		Early PFS , submitted	In Review					High School	completed	
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail		Early PFS , submitted	In Review					High School	uncompleted	
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@	8E+09	Early PFS , submitted	Conditional Offer					ACT/SAT	completed	
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@	8E+09	Early PFS , submitted	Conditional Offer					Parental C	completed	
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@	8E+09	Early PFS , submitted	Conditional Offer					Designation	uncompleted	
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS , submitted	Denied					ACT/SAT	waived	
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS , submitted	Denied					Parental C	completed	
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS , submitted	Denied					High School	completed	
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS , submitted	Denied					High School	waived	
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS , submitted	Denied					High School	completed	
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS , submitted	Missing Documents					ACT/SAT	completed	
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS , submitted	Missing Documents					Corrected	uncompleted	
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS , submitted	Missing Documents					High School	completed	
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS , submitted	Missing Documents					High School	completed	
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS , submitted	Missing Documents					High School	uncompleted	
SC High School	Green	Austin	B	11/11/2008	abgreen@	8E+09	Early PFS , submitted	Conditional Offer					ACT/SAT	completed	
SC High School	Green	Austin	B	11/11/2008	abgreen@	8E+09	Early PFS , submitted	Conditional Offer					Parental C	completed	
SC High School	Green	Austin	B	11/11/2008	abgreen@	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Green	Austin	B	11/11/2008	abgreen@	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Green	Austin	B	11/11/2008	abgreen@	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail		Early PFS , submitted	Conditional Offer					ACT/SAT	completed	
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail		Early PFS , submitted	Conditional Offer					Parental C	completed	
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail		Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail		Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail		Early PFS , submitted	Condition	Clemson University				Designation	completed	
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail		Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Carter	Shannon	Marie	3/9/2009	scarter77.	8E+09	Early PFS , submitted	Conditional Offer					ACT/SAT	completed	
SC High School	Carter	Shannon	Marie	3/9/2009	scarter77.	8E+09	Early PFS , submitted	Conditional Offer					Parental C	completed	
SC High School	Carter	Shannon	Marie	3/9/2009	scarter77.	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Carter	Shannon	Marie	3/9/2009	scarter77.	8E+09	Early PFS , submitted	Conditional Offer		Trident Technical College			Designation	completed	
SC High School	Carter	Shannon	Marie	3/9/2009	scarter77.	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Carter	Shannon	Marie	3/9/2009	scarter77.	8E+09	Early PFS , submitted	Conditional Offer					High School	completed	
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail		Early PFS , submitted	Missing Documents					ACT/SAT	completed	
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail		Early PFS , submitted	Missing Documents					11th Grad	uncompleted	
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail		Early PFS , submitted	Missing Documents					High School	completed	
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail		Early PFS , submitted	Missing Documents					High School	completed	
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail		Early PFS , submitted	Missing Documents					High School	uncompleted	
SC High School	Woods	Brandon	David	7/31/2008	BW25@ac	8E+09	Early PFS , submitted	Submitted					ACT/SAT	uncompleted	
SC High School	Woods	Brandon	David	7/31/2008	BW25@ac	8E+09	Early PFS , submitted	Submitted					High School	uncompleted	
SC High School	Woods	Brandon	David	7/31/2008	BW25@ac	8E+09	Early PFS , submitted	Submitted					High School	uncompleted	

Reading Your Monthly Status Report

Report overview:



1

STUDENT INFORMATION

2

APPLICATION STATUS

3

CHECKLIST & ACTION ITEMS

HS Name	Last Name	First Name	Middle Name	Date of Birth	Email	Phone Cell - Number	Application Type	Application Status	Decision status guid	Four-Year Designation	Two-Year Designation (if ap: Out-of-State Gap Year E)	Checklist Item	Checklist Item Status
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review				ACT/SAT Test Scores	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review				Parental Consent Form	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review				High School Counselor Submission	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review				High School Transcript	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review				High School Transcript Review	uncompleted
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer				ACT/SAT Test Scores	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer				Parental Consent Form	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer				High School Counselor Submission	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer				High School Transcript	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer				Designation Form	uncompleted
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer				High School Transcript Review	completed
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied				ACT/SAT Test Scores	waived
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied				Parental Consent Form	completed
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied				High School Counselor Submission	completed
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied				High School Transcript	waived
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied				High School Transcript Review	completed
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents				ACT/SAT Test Scores	completed
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents				Corrected Transcript	uncompleted
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents				High School Counselor Submission	completed
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents				High School Transcript	completed
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents				High School Transcript Review	uncompleted
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer				ACT/SAT Test Scores	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer				Parental Consent Form	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer				High School Counselor Submission	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer				High School Transcript	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer				High School Transcript Review	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer				ACT/SAT Test Scores	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer				Parental Consent Form	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer				High School Counselor Submission	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer				High School Transcript	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer		Clemson University		Designation Form	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer				High School Transcript Review	completed



BEFORE REVIEWING THE REPORT

Save the CSV file as an Excel Workbook (.xlsx) so Excel retains your formatting, color coding and notes.

Report Columns and Checklist Items

How the report organizes each student’s application record



ONE REPORT

Early and Late applications appear together for the academic year.

REPEATED STUDENT ROWS

A student appears once for every checklist item tied to the application.

KEY REPORT COLUMNS

Application Type	Identifies the Early or Late PFS application.
Application Status	Confirms whether the student submitted the application.
Checklist Item	Names the required form, score or document.
Checklist Item Status	Shows completed, uncompleted or waived.

CHECKLIST ITEM DEFINITIONS

ACT/SAT Test Scores	Official score report. Element451 updates this item when the counselor includes a score. CHE updates it when a score arrives later.
Parental Consent Form	Required if the student starts the application before age 18. Updates when the parent submits the form.
High School Counselor Submission	Confirms the counselor submitted the request form.
High School Transcript	Confirms the required transcript accompanied the counselor request form.
High School Transcript Review	CHE staff review the transcript within the 30-day processing timeframe.
Corrected Transcript	CHE identified a transcript issue and emailed the counselor with details.
Class Rank Report	CHE needs the final class rank report for the year the student uses to qualify.

CHECKLIST ITEM STATUS KEY:

Completed

Requirement received or satisfied

Uncompleted

Counselor or student action may be needed

Waived

Not required

Application Status and Designation

What the decision and designation columns tell you



DECISION STATUS

Report column: Decision status guid

Submitted

CHE has not started the review because one or more checklist items remain incomplete.

In Review

CHE is reviewing the application within the 30-day processing timeframe.

Missing Documents

CHE completed the first review and identified missing information.

Conditional Offer

CHE processed the application and offered the scholarship. The student received a dashboard notice and email.

Denied

CHE determined the student did not meet the eligibility requirements. The student received a dashboard notice and email.

MISSING DOCUMENTS

The checklist identifies what is missing. The 30-day processing timeframe restarts after CHE receives the missing information.

DESIGNATION FORM DATA

After the student submits the Designation Form, the selected option appears in one of these columns:

1 Four-Year Designation

2 Two-Year Designation

3 Out-of-State School

4 Gap Year Election

WHAT A BLANK FIELD MEANS

The student has not submitted a Designation Form or did not select that option.

Reading Your Monthly Status Report

Report overview:



1

STUDENT INFORMATION

2

APPLICATION STATUS

3

CHECKLIST & ACTION ITEMS

HS Name	Last Name	First Name	Middle Name	Date of Birth	Email	Phone Cell - Number	Application Type	Application Status	Decision status guide	Four-Year Designation	Two-Year Designation (if applicable)	Out-of-State Gap Year	Checklist Item	Checklist Item Status
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review					ACT/SAT Test Scores	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review					Parental Consent Form	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review					High School Counselor Submission	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review					High School Transcript	completed
SC High School	Jones	Sharon		10/31/2008	sharonjones8@gmail.com		Early PFS Application submitted	In Review					High School Transcript Review	uncompleted
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer					ACT/SAT Test Scores	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer					Parental Consent Form	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer					High School Counselor Submission	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer					High School Transcript	completed
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer					Designation Form	uncompleted
SC High School	Smith	Ed	Shaun	12/4/2008	EdSmith@icloud.com	8038560738	Early PFS Application submitted	Conditional Offer					High School Transcript Review	completed
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied					ACT/SAT Test Scores	waived
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied					Parental Consent Form	completed
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied					High School Counselor Submission	completed
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied					High School Transcript	waived
SC High School	Roush	Sara	Kay	12/17/2008	SaraKay@gmail.com		Early PFS Application submitted	Denied					High School Transcript Review	completed

!

BEFORE REVIEWING THE REPORT

Save the CSV file as an Excel Workbook (.xlsx) so Excel retains your formatting, color coding and notes.

Reading Your Monthly Status Report

Report overview:



1

STUDENT INFORMATION

2

APPLICATION STATUS

3

CHECKLIST & ACTION ITEMS

HS Name	Last Name	First Name	Middle Name	Date of Birth	Email	Phone Cell - Number	Application Type	Application Status	Decision status guide	Four-Year Designation	Two-Year Designation (if applicable)	Out-of-State Gap Year	Checklist Item	Checklist Item Status
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents					ACT/SAT Test Scores	completed
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents					Corrected Transcript	uncompleted
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents					High School Counselor Submission	completed
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents					High School Transcript	completed
SC High School	Davis	Tara		8/25/2008	Tdavis@yahoo.com		Early PFS Application submitted	Missing Documents					High School Transcript Review	uncompleted
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer					ACT/SAT Test Scores	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer					Parental Consent Form	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer					High School Counselor Submission	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer					High School Transcript	completed
SC High School	Green	Austin	B	11/11/2008	abgreen@outlook.com	8037372260	Early PFS Application submitted	Conditional Offer					High School Transcript Review	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer					ACT/SAT Test Scores	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer					Parental Consent Form	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer					High School Counselor Submission	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer					High School Transcript	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer		Clemson University			Designation Form	completed
SC High School	Harris	Monica	Noel	10/1/2008	MonicaH2008@gmail.com		Early PFS Application submitted	Conditional Offer					High School Transcript Review	completed



BEFORE REVIEWING THE REPORT

Save the CSV file as an Excel Workbook (.xlsx) so Excel retains your formatting, color coding and notes.

Reading Your Monthly Status Report

Report overview:



1

STUDENT INFORMATION

2

APPLICATION STATUS

3

CHECKLIST & ACTION ITEMS

HS Name	Last Name	First Name	Middle Name	Date of Birth	Email	Phone Cell - Number	Application Type	Application Status	Decision status guide	Four-Year Designation	Two-Year Designation (if applicable)	Out-of-State Gap Year	Checklist Item	Checklist Item Status
SC High School	Carter	Shannon	Marie	3/9/2009	scarter7735@yahoo.com	8038560738	Early PFS Application submitted	Conditional Offer					ACT/SAT Test Scores	completed
SC High School	Carter	Shannon	Marie	3/9/2009	scarter7735@yahoo.com	8038560738	Early PFS Application submitted	Conditional Offer					Parental Consent Form	completed
SC High School	Carter	Shannon	Marie	3/9/2009	scarter7735@yahoo.com	8038560738	Early PFS Application submitted	Conditional Offer					High School Counselor Submission	completed
SC High School	Carter	Shannon	Marie	3/9/2009	scarter7735@yahoo.com	8038560738	Early PFS Application submitted	Conditional Offer			Trident Technical College		Designation Form	completed
SC High School	Carter	Shannon	Marie	3/9/2009	scarter7735@yahoo.com	8038560738	Early PFS Application submitted	Conditional Offer					High School Transcript	completed
SC High School	Carter	Shannon	Marie	3/9/2009	scarter7735@yahoo.com	8038560738	Early PFS Application submitted	Conditional Offer					High School Transcript Review	completed
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail.com		Early PFS Application submitted	Missing Documents					ACT/SAT Test Scores	completed
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail.com		Early PFS Application submitted	Missing Documents					11th Grade Rank Report	uncompleted
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail.com		Early PFS Application submitted	Missing Documents					High School Counselor Submission	completed
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail.com		Early PFS Application submitted	Missing Documents					High School Transcript	completed
SC High School	Landry	Brian	T	8/8/2008	brianthomas@gmail.com		Early PFS Application submitted	Missing Documents					High School Transcript Review	uncompleted
SC High School	Woods	Brandon	David	7/31/2008	BW25@aol.com	8037372260	Early PFS Application submitted	Submitted					ACT/SAT Test Scores	uncompleted
SC High School	Woods	Brandon	David	7/31/2008	BW25@aol.com	8037372260	Early PFS Application submitted	Submitted					High School Counselor Submission	uncompleted
SC High School	Woods	Brandon	David	7/31/2008	BW25@aol.com	8037372260	Early PFS Application submitted	Submitted					High School Transcript	uncompleted



BEFORE REVIEWING THE REPORT

Save the CSV file as an Excel Workbook (.xlsx) so Excel retains your formatting, color coding and notes.

Managing Your Monthly Report

Delivery, recipients and additional report requests



REPORT DELIVERY

CHE schedules reports for the early morning of the first Monday of each month. Add notifications@element451.io to your school or district safe-sender list.

If no students from your school have applied, you may receive no report or an empty report.

REPORT RECIPIENTS

Email Scholarships@che.sc.gov to add or remove staff members from the monthly distribution list.

Include each staff member's name and email address.

ADDITIONAL REPORTS

Email Scholarships@che.sc.gov to request an additional report before a deadline or at another critical point in the year.

CHE can also resend a report while your IT staff addresses an access issue.

STUDENT MISSING FROM THE REPORT?

Check these two possibilities:

1

CHECK THE HIGH SCHOOL INFORMATION

The report uses the school entered on the application. Home school students must enter their Option 1, 2 or 3 association.

2

CONFIRM THE APPLICATION WAS SUBMITTED

The report includes submitted applications only. If you received a document request but the student is absent, ask the student to check their application dashboard.

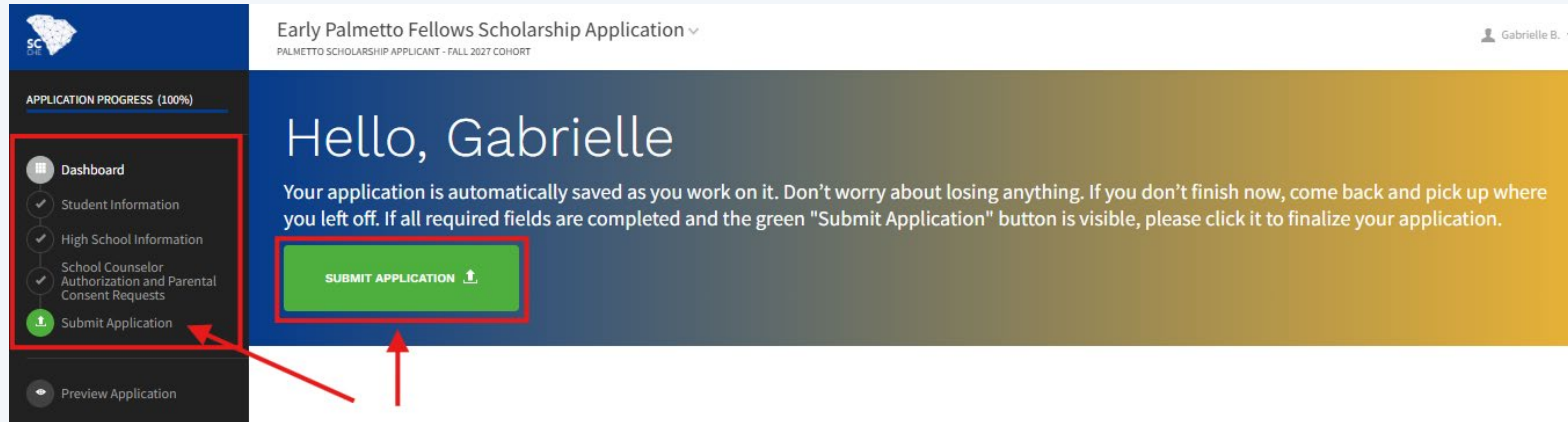
Questions or changes: Scholarships@che.sc.gov

Student Started an Application but Did Not Submit

Fall 2027 cohort



100% APPLICATION PROGRESS DOES NOT MEAN THE APPLICATION WAS SUBMITTED



1

CHECK THE FINAL STEP

'Submit Application' must appear as completed in the left navigation.

2

SELECT SUBMIT APPLICATION

The student must select the green button to send the application to CHE for processing.

EARLY APPLICATION DEADLINE

May 1, 2027 at 11:59 p.m.

LATE APPLICATION DEADLINE

July 15, 2027 at 11:59 p.m.

CHE cannot consider an application that remains started but unsubmitted after the deadline.

CHE Contact Information

Dr. Karen Woodfaulk

Director of Student Affairs
(803) 856-0578
kwoodfaulk@che.sc.gov

Dr. Gerrick Hampton

Assoc. Director of Student Affairs
(803) 856-0609
ghampton@che.sc.gov

Ms. Kathryn (Katie) Harris

Scholarships and Grants Program Manager
(803) 856-0738
kharris@che.sc.gov

Ms. Tanya Weigold

Scholarships and Grants Program Manager
(803) 856-0672
tweigold@che.sc.gov

Ms. Kinsey Phillips

Student Affairs Operations Coordinator
(803) 856-0359
knphillips@che.sc.gov

Ms. Alfie Mincy

SCNG CAP Program Coordinator
(803) 856-0579
amincy@che.sc.gov

Ms. Kathy Rollins

College Access Program Manager
(803) 856-0137
karollins@che.sc.gov

Ms. Alantis Seckal

College Access Program Coordinator
(803) 856-0346
sseckal@che.sc.gov