

**R. Wes Hayes, Jr.**  
*Chairman*

**Rusty L. Monhollon, Ph.D.**  
*President & Executive Director*



## MEMORANDUM

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**To:** High School Counselors, High School Principals, Home School Administrators

**CC:** S.C. Department of Education; Financial Aid Administrators

**From:** Dr. Karen Woodfaulk, Director of Student Affairs

**Date:** June 13, 2023

**Subject:** Final 12<sup>th</sup> grade Ranking Reports

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I am writing to inform high school counselors about an important change in the procedure for submitting final 12<sup>th</sup> grade ranking reports for state scholarship eligibility. Effective for Class of 2024, the S.C. Commission on Higher Education (CHE) is updating the scholarship protocol and requests that high schools no longer send final 12<sup>th</sup> grade ranking reports directly to S.C. colleges and universities. Instead, all final 12<sup>th</sup> grade ranking reports should be submitted to the CHE by June 30 of each academic year.

CHE has implemented this new process to streamline student data collection across the state. By centralizing the final ranking reports, we aim to ensure accurate and comprehensive data while reducing the administrative burden on both high schools and colleges. This transition will allow for better coordination, data management, and more efficient communication between educational institutions.

To facilitate this change, please follow the guidelines outlined below:

**Final Ranking Report Submission:** Effective for Class of 2024, S.C. high schools (including public, private, charter, and home school associations) must send all final 12<sup>th</sup> grade ranking reports to the CHE instead of individual S.C. colleges and universities. This will be the new standard procedure for reporting student rankings and determining eligibility for state scholarships based on 12<sup>th</sup> grade rank.

**Transitional Period:** For the Class of 2023, S.C. high schools have the choice of submitting their final 12<sup>th</sup> grade ranking reports directly to CHE and/or to S.C. colleges and universities. If a high school has already sent 2022-23 rank reports to the colleges/universities, that is acceptable. However, beginning with the Class of 2024, all final 12<sup>th</sup> grade ranking reports will be sent only to the CHE.

**Submission Format:** All S.C. high schools must ensure that the final ranking reports are prepared in a standardized digital format, such as PDF or Excel. Include high school name, title (12<sup>th</sup> grade ranking report), student names, class ranks, SC UGP GPA, date calculated +/- 3 days prior to graduation but no later than June 15.

Please email final 12<sup>th</sup> grade ranking reports to [scholarships@che.sc.gov](mailto:scholarships@che.sc.gov) or mail them to Attention: Ranking Reports, 1122 Lady Street Suite #400, Columbia, SC 29201



803-737-2260

1122 Lady St, Ste 400  
Columbia, SC 29201

[www.che.sc.gov](http://www.che.sc.gov)



**Submission Deadline:** June 30 of each academic year.

**Communication Channels:** For any queries or assistance regarding the submission process, you can contact [scholarships@che.sc.gov](mailto:scholarships@che.sc.gov), Kathryn Harris (803-856-0738), or Tanya Weigold (803-856-0672).

The procedure for submitting the ranking reports for the Palmetto Fellows scholarship eligibility has not changed. We understand that the new 12<sup>th</sup> grade ranking report procedure may require some adjustments to your existing processes. We thank you for your cooperation and understanding as we implement this new procedure. We are confident that this change will positively impact and contribute to the overall success of our students.

We appreciate your ongoing dedication to guiding and supporting our students in their educational journey.

