

HS Counselor PFS App Status Reports

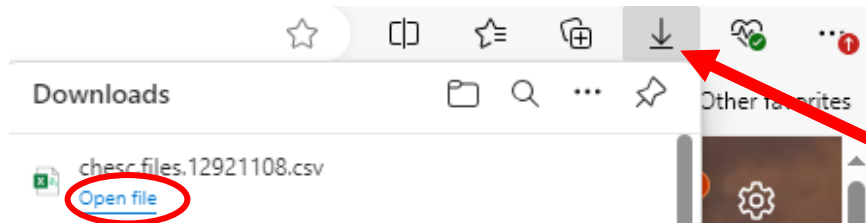
Will be sent via email – first Monday of every Month

Revised June 2025

Email will automatically send from our system. Please make sure notifications@element451.io is on your safe sender list.

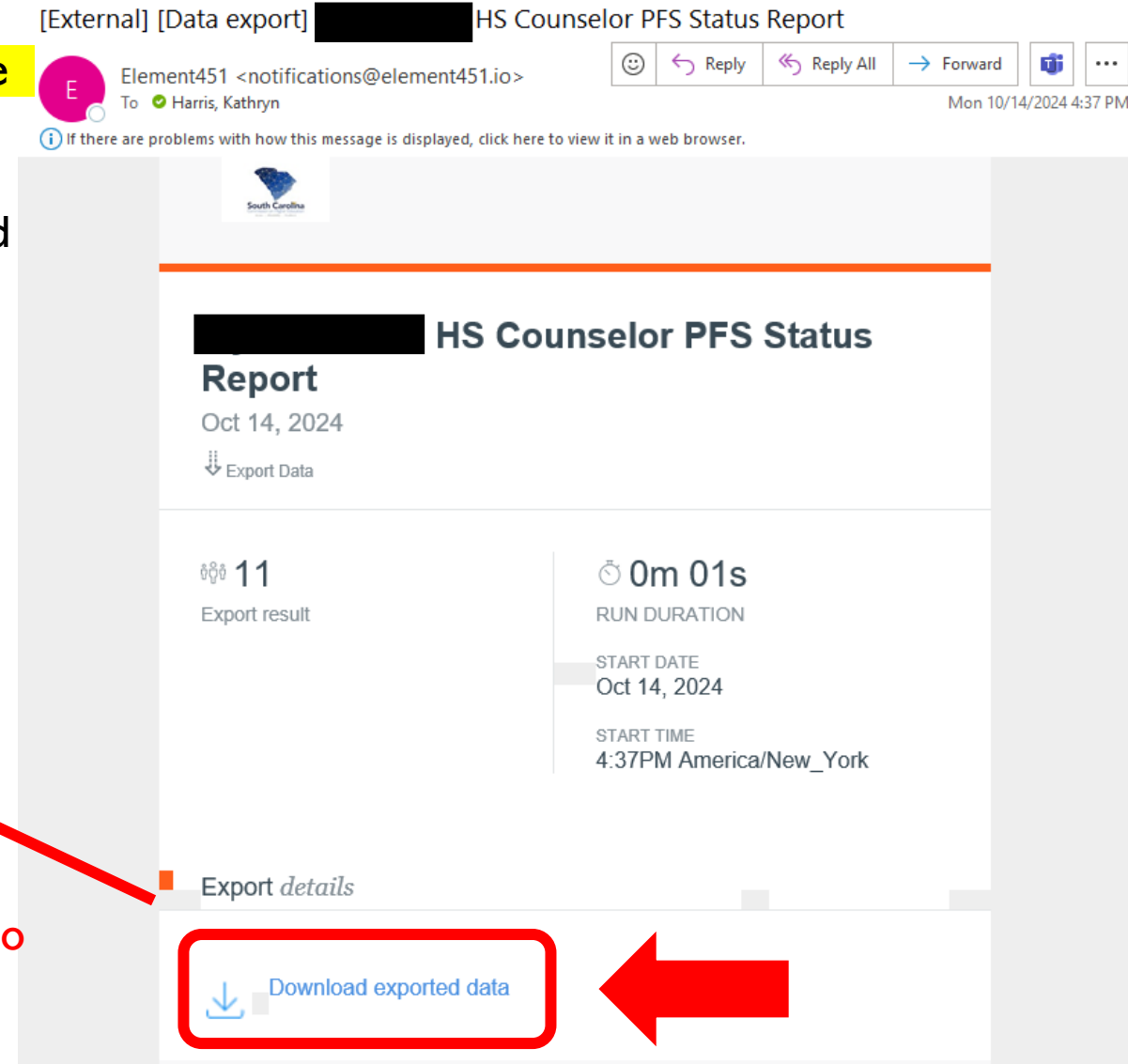
When you receive the email, you will need to click the Download exported Data link or Copy the Hyperlink and paste it into your browser's address bar.

File will download into your Browser's Downloads folder.



You will be able to open it from there.
It will open as a csv file in Excel.

**CHE does not receive bounce backs on these reports – if you do NOT receive your report, you need to notify CHE at Scholarships@che.sc.gov.*



HS Counselor PFS App Status Reports

Sample Report:

HS Name	Last Name	First Name	Middle	Date of Birth	Email	Phone Cell - N	Application Type	Application Status	Decision status guid	Four-Year Designation	Two-Year Designation	Out-of-State Sch	Gap Year E	Checklist Item	Checklist Item Status
SC High School	Jones	Sharon		7/19/2007	sharonj@gmail.com		Early PFS Application	submitted	Conditional Offer					ACT/SAT Test Scores	completed
SC High School	Jones	Sharon		7/19/2007	sharonj@gmail.com		Early PFS Application	submitted	Conditional Offer					Parental Consent Form	completed
SC High School	Jones	Sharon		7/19/2007	sharonj@gmail.com		Early PFS Application	submitted	Conditional Offer					High School Counselor Submission	completed
SC High School	Jones	Sharon		7/19/2007	sharonj@gmail.com		Early PFS Application	submitted	Conditional Offer					Designation Form	uncompleted
SC High School	Jones	Sharon		7/19/2007	sharonj@gmail.com		Early PFS Application	submitted	Conditional Offer					High School Transcript (High School: SC High School)	completed
SC High School	Smith	Ed	Shaun	8/15/2006	EdsSmith@icloud.com	8037370738	Early PFS Application	submitted	Conditional Offer	Clemson University				ACT/SAT Test Scores	completed
SC High School	Smith	Ed	Shaun	8/15/2006	EdsSmith@icloud.com	8037370738	Early PFS Application	submitted	Conditional Offer	Clemson University				Parental Consent Form	completed
SC High School	Smith	Ed	Shaun	8/15/2006	EdsSmith@icloud.com	8037370738	Early PFS Application	submitted	Conditional Offer	Clemson University				High School Counselor Submission	completed
SC High School	Smith	Ed	Shaun	8/15/2006	EdsSmith@icloud.com	8037370738	Early PFS Application	submitted	Conditional Offer	Clemson University				Designation Form	completed
SC High School	Smith	Ed	Shaun	8/15/2006	EdsSmith@icloud.com	8037370738	Early PFS Application	submitted	Conditional Offer	Clemson University				High School Transcript (High School: SC High School)	completed
SC High School	Roush	Sara	Kay	11/27/2006	Sarakay@gmail.com		Early PFS Application	submitted	Denied					ACT/SAT Test Scores	waived
SC High School	Roush	Sara	Kay	11/27/2006	Sarakay@gmail.com		Early PFS Application	submitted	Denied					High School Counselor Submission	completed
SC High School	Roush	Sara	Kay	11/27/2006	Sarakay@gmail.com		Early PFS Application	submitted	Denied					High School Transcript (High School: SC High School)	waived
SC High School	Davis	Tara		8/21/2007	Tdavis@yahoo.com		Early PFS Application	submitted	Missing Documents					ACT/SAT Test Scores	completed
SC High School	Davis	Tara		8/21/2007	Tdavis@yahoo.com		Early PFS Application	submitted	Missing Documents					High School Counselor Submission	completed
SC High School	Davis	Tara		8/21/2007	Tdavis@yahoo.com		Early PFS Application	submitted	Missing Documents					Corrected Transcript	uncompleted
SC High School	Davis	Tara		8/21/2007	Tdavis@yahoo.com		Early PFS Application	submitted	Missing Documents					High School Transcript (High School: SC High School)	completed
SC High School	Green	Austin	B	12/24/2006	abgreen@outlook.com		Early PFS Application	submitted	Conditional Offer				Gap	ACT/SAT Test Scores	completed
SC High School	Green	Austin	B	12/24/2006	abgreen@outlook.com		Early PFS Application	submitted	Conditional Offer				Gap	High School Counselor Submission	completed
SC High School	Green	Austin	B	12/24/2006	abgreen@outlook.com		Early PFS Application	submitted	Conditional Offer				Gap	Designation Form	completed
SC High School	Green	Austin	B	12/24/2006	abgreen@outlook.com		Early PFS Application	submitted	Conditional Offer				Gap	High School Transcript (High School: SC High School)	completed
SC High School	Harris	Monica	Noel	1/12/2007	MonicaH2000@gmail.com		Early PFS Application	submitted	Conditional Offer		Trident Technical College			ACT/SAT Test Scores	completed
SC High School	Harris	Monica	Noel	1/12/2007	MonicaH2000@gmail.com		Early PFS Application	submitted	Conditional Offer		Trident Technical College			Parental Consent Form	completed
SC High School	Harris	Monica	Noel	1/12/2007	MonicaH2000@gmail.com		Early PFS Application	submitted	Conditional Offer		Trident Technical College			High School Counselor Submission	completed
SC High School	Harris	Monica	Noel	1/12/2007	MonicaH2000@gmail.com		Early PFS Application	submitted	Conditional Offer		Trident Technical College			Designation Form	completed
SC High School	Harris	Monica	Noel	1/12/2007	MonicaH2000@gmail.com		Early PFS Application	submitted	Conditional Offer		Trident Technical College			High School Transcript (High School: SC High School)	completed
SC High School	Carter	Shannon	Marie	11/28/2006	scarter7735@yahoo.com	8037372260	Late PFS Application	submitted	Missing Documents					ACT/SAT Test Scores	uncompleted
SC High School	Carter	Shannon	Marie	11/28/2006	scarter7735@yahoo.com	8037372260	Late PFS Application	submitted	Missing Documents					High School Counselor Submission	uncompleted
SC High School	Carter	Shannon	Marie	11/28/2006	scarter7735@yahoo.com	8037372260	Late PFS Application	submitted	Missing Documents					High School Transcript (High School: SC High School)	uncompleted
SC High School	Landry	Brian	T	4/15/2007	brianthomas@gmail.com		Late PFS Application	submitted	In Review					ACT/SAT Test Scores	completed
SC High School	Landry	Brian	T	4/15/2007	brianthomas@gmail.com		Late PFS Application	submitted	In Review					High School Counselor Submission	completed
SC High School	Landry	Brian	T	4/15/2007	brianthomas@gmail.com		Late PFS Application	submitted	In Review					High School Transcript (High School: SC High School)	uncompleted
SC High School	Woods	Brandon	David	10/30/2006	BW25@gmail.com	8038562260	Late PFS Application	submitted	Submitted					ACT/SAT Test Scores	uncompleted
SC High School	Woods	Brandon	David	10/30/2006	BW25@gmail.com	8038562260	Late PFS Application	submitted	Submitted					High School Counselor Submission	uncompleted
SC High School	Woods	Brandon	David	10/30/2006	BW25@gmail.com	8038562260	Late PFS Application	submitted	Submitted					High School Transcript (High School: SC High School)	uncompleted

★ Pro Tip: the reports come as excel CSV files. Before you start working through your report, you will want to ‘Save As’ an Excel Workbook .xlsx, so it will retain any changes, color coding and formatting you do while working through your report.

HS Counselor PFS App Status Reports

Reports were revised effective June 2025. This Guide was updated in October 2025.

We added 'Application Type' so both Early and Late Applications will show on one report for that academic year.

We also added Checklist items and their status – student record will duplicate for each checklist item so it can show the status of each item.

Checklist Items: Status will be either completed or uncompleted.

ACT/SAT Test Scores = official score report – AI updates this checklist automatically with HS Counselor submission – if counselor does **not** submit a test score, it then becomes a manual update once CHE receives the test score report.

Parental Consent Form = Student is under 18, Parental Consent Required for App – updates automatically once Parent submits form.

High School Counselor Submission = HS Counselor has submitted the Request Form.

High School Transcript = required transcripts were submitted with the HS Counselor Request Form.

Corrected Transcript = **Early App:** We are missing the correct final 11th grade transcript. **Late App:** We are missing the correct final 12th grade transcript.

Class Rank Report = we are missing the final class rank report for the year that that student is using to qualify for Palmetto Fellows.

Application Status: Decision Status guid is the application status:

Submitted = student has submitted their application, but review hasn't started because checklist items are missing.

In Review = in process (e.g., CHE staff's 30-day processing timeframe);

Missing Documents = CHE staff has done their first review and something is missing – student's checklist should reflect what is missing. **Will delay processing, once missing documents are submitted the 30-day processing timeframe will restart.*

Conditional Offer = application processed/scholarship offered (student has been notified – dashboard & email);

Denied = student was ineligible (student has been notified – dashboard & email);

The next four columns are [Designation Form data](#). Once the student has submitted their Designation Form, that info will show in the column based on student's submitted choice.

HS Counselor PFS App Status Reports

These reports are manually built in our CRM and scheduled to automatically send in the early morning hours of the first Monday of every month. Please work with your IT to make sure that notifications@element451.io is on your safe senders list and not being blocked by your district/school. CHE can assist with re-sending the report to try and get your access corrected.

If you would like additional staff members added (or have staffing changes) to your monthly status report, please email Scholarships@che.sc.gov with the staff members' names and email addresses.

If there are certain times of the year that you would like your report mid-month (e.g., as the application deadline approaches, or the end of the academic year, etc.), please email Scholarships@che.sc.gov to request an off-cycle report.

Students Missing From Your Report?

1. Reports are based off high school information the student submitted on their application – if they mis-reported their school, that could cause them to not show on your report. Homeschool students need to report their school as their Option 1, 2 or 3 association.

OR

2. You will only see submitted applications on this report.  If you have submitted docs for a student not on this list, that means the student has **not** submitted their application yet. Please direct the student back to their dashboard to **SUBMIT** their application for processing → **See next page for more info! Application must be submitted before deadline!**

Student Started Application But Has Not Submitted Application:

SC CHE

Early Palmetto Fellows Scholarship Application ▾

PALMETTO SCHOLARSHIP APPLICANT - FALL 2025 COHORT

APPLICATION PROGRESS (100%)

Dashboard

Student Information

High School Information

School Counselor Authorization and Parental Consent Requests

Submit Application

Preview Application

Hello, Brian

Your application is automatically saved as you work on it. Don't worry about losing anything. If you don't finish now, come back and pick up where you left off. If all required fields are completed and the green "Submit Application" button is visible, please click it to finalize your application.

SUBMIT APPLICATION ↗

**These students are receiving emails and text messages regarding their application being started but not submitted. After May 1, 2026, at 11:59pm, Early applications will not be able to be submitted. Any applications that were started but NOT submitted, will not be considered!*