

Palmetto Fellows Scholarship Guidance Counselor Document Checklist

Final Awards Deadline: June 15, 2010

- ☐ Eligible Applicants Form and/or Pending Applicants Form (Excel Spreadsheet – should have also emailed to lmangwilliams@che.sc.gov)
- ☐ Certification and Authorization Forms – signed by the student, parent, **and guidance counselor** (this is new this year)
- ☐ Official Senior Year Transcripts **and** Sophomore or Junior Transcripts (if used to meet rank)
 - ✓ Ensure that all transcripts use the same class size for each school year
 - ✓ Must match information submitted on the electronic application (cumulative GPA, class rank and/or class size)
 - ✓ Cannot have any handwritten or strikethrough information
- ☐ SAT/ACT – Copy of Score Report or Testing Service's Tape for all Fully Eligible Students. **No student electronic SAT scores will be accepted.**
 - ✓ Report highest scores available that meet the minimum requirement (not required to submit test score information for pending students)
 - ✓ Must match information submitted on the electronic application
 - ✓ Test scores are accepted through the June test administration of the senior year
 - ✓ **For the June test administration**, students must send their score reports directly to the Commission on Higher Education and counselor must verify that student is registered
 - **SAT Code – 4313**
 - **ACT Code – 6326**
- ☐ Ranking Report (only required if used to determine scholarship eligibility)
 - ✓ Ensure that all transcripts use the same class size and that the students class rank is clearly posted on the report
 - ✓ Cannot have any handwritten or strikethrough information
- ☐ Declination to Apply Forms for all Students not Applying

**Please mail documents to: SC Commission on Higher Education
Palmetto Fellows Scholarship
1333 Main Street, Suite 200
Columbia, SC 29201**