

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

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



## MEMORANDUM

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**To:** Financial Aid Administrators

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

**Date:** June 15, 2023

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

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I am writing to inform Financial Aid Administrators about an important change regarding the process of receiving final 12<sup>th</sup> grade ranking reports from South Carolina (S.C.) high schools and homeschool associations for LIFE scholarship eligibility. Effective for the Class of 2024, high schools will no longer be sending final 12<sup>th</sup> grade ranking reports directly to S.C. colleges and universities. Instead, it will be the responsibility of the institution to check the portal designated by the S.C. Commission on Higher Education (CHE) to access the final 12<sup>th</sup> grade ranking reports.

The purpose of this change is to streamline student data collection while ensuring accurate and efficient evaluation for LIFE scholarship eligibility. By centralizing the final ranking reports in a designated portal, we aim to enhance coordination, data management, and improve communication between high schools, financial aid offices, and the CHE.

To adapt to this new process, please follow the guidelines below:

**Transition Period:** For the Class of 2023, High schools will have the choice of sending their final 12<sup>th</sup> grade ranking periods directly to CHE and/or S.C. colleges and universities. CHE will load Class of 2023 final 12<sup>th</sup> grade ranking reports into the portal for institutions to compare what they receive with what the CHE has received. Please retain any rank reports received by the institution for audit purposes.

For the Class of 2024, High schools will only send final 12<sup>th</sup> grading ranking reports to the CHE.

**Accessing the Portal:** Designated institutional representatives will be required to regularly check the CHE portal to access the final 12<sup>th</sup> grade ranking reports. This portal will serve as the primary platform for retrieving the necessary information.

If your staff needs access to the portal, please contact Kathryn Harris ([kharris@che.sc.gov](mailto:kharris@che.sc.gov)) or Tanya Weigold ([tweigold@che.sc.gov](mailto:tweigold@che.sc.gov)).

**Reporting Period:** Final 12<sup>th</sup> grade ranking reports will be uploaded as they are received from S.C. high schools. S.C. high schools have a deadline of June 30 each academic year to provide CHE with their final 12<sup>th</sup> grade ranking. Please ensure that your institutional representatives regularly check the portal during the appropriate reporting period to access the reports.



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**Scholarship Eligibility Review:** Once you have accessed the final 12<sup>th</sup> grade ranking reports from the portal, please ONLY use this ranking to evaluate the ranking eligibility of students for the LIFE scholarship. If you receive a high school transcript that does not match the SC UGP GPA and/or ranking provided on the ranking report in the Portal, you must request a new transcript from the high school and report this information to the CHE. If you receive a rank report that does not match the rank report in the portal, please contact CHE.

**Communication Channels:** For any inquiries or assistance regarding portal access or clarification on the ranking reports, please contact Kathryn Harris ([kharris@che.sc.gov](mailto:kharris@che.sc.gov)) or Tanya Weigold ([tweigold@che.sc.gov](mailto:tweigold@che.sc.gov)).

Thank you for your cooperation and understanding as we implement this new procedure. We are confident that this change will contribute to a more efficient and effective evaluation of LIFE scholarship eligibility.