



Submitting a Reflection

1. Go to <https://pfe.sffcfoundation.org/>
2. Using your email and password, log in
 - a. If you cannot remember your password, choose “forgot password”
 - b. You will receive an email prompting you to set up a new password
3. On your dashboard, choose “submit new reflection”
4. Attach photos from your visit, if any
 - a. If your photo/PDF is a paper reflection, attach and then skip steps 7-9
5. Choose the date of your visit
6. Select the visit setting(s)
7. Fill in the details from your visit (sentence/word minimums are flexible during temporary programming)
 - a. K-8: 1 sentence per grade level
 - b. 9-12: 100 words per question
8. Did your parent/guardian attend this visit with you?
 - a. For K-8, parent/guardian attendance is mandatory
 - b. For 9-12, parent/guardian attendance is optional
9. Optional: What did your parent/guardian do during your visit?
10. Choose “submit”
11. You will get an email confirming reflection approval or rejection