Submitting a Reflection

Please note that you will need to complete your "Entry Survey" online before you can submit your first reflection. To complete your survey, login online (not the PFE App), click "new reflection", even if you are not ready to submit your first refection. This will cause the survey to open. Complete the survey. After the survey is submitted, you can submit your reflection online or via the PFE App.

1. Go to https://pfe.sffcfoundation.org/ or PFE App after your survey is completed online
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" (survey will popup first time)
4. Attach photos from your visit, if any
5. Fill in the details from your visit
    a. K-8: 1 sentence per grade level
    b. 9-12: character count defined for each question on reflection.
6. 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
7. What did your parent/guardian do during your visit?
8. Choose "submit"
9. You will get an email confirmation if the submission is successful. If you do not receive this email, it is your responsibility to make sure the reflection is submitted. Contact your coordinator immediately with any tech issues. Delayed notification of tech issues will not qualify for scholarship.
10. Login to your dashboard to check your reflection status (pending/approved/rejected)