

Required Portfolio Documents

(or – what assignments should students be doing that become part of the portfolio)

Why Keep a Portfolio?

- To help keep a record of your high school performance and activities.
- To increase chances of obtaining a job or a scholarship to college.
- To meet the requirements for senior project.

Look at the Portfolio Documents Chart!

- Each year, various classes are responsible for assigning documents which students then include in their portfolio.
- After required documents are completed, they are put into the portfolio
- This chart is behind Tab 1 in your portfolio binder

Portfolio Documents

These documents should be included in the Advisory Portfolio. Each column also lists the class period responsible for assigning the document.

*Designates documents that will be presented in the Senior Project.

	Résumé	Letters of Recommendation	Research Documents
Freshman	Freshman Success Personality/Learning Styles Profile	Freshman Success Academy Essay/Application	Freshman Success Career Research
Sophomore	World History Creation of initial résumé	Math *Letter from a community member	English II College/Technical School/Research
Junior	English III Résumé update	Science *Letter from a teacher	American History Family Career Tree
Senior	English IV *Final résumé	English IV *Letter of student's choice	Academy/Electives *Community Service Opportunities

Senior Projects

Résumé	References	Recommendations	Learning Opportunities	Community Service	Project
Use most up-to date version	Contact data from former employers, teachers or community members	Choose any two of your letters of recommendation	Choose 3-4. These can include best works or experiences outside of school	30 verified hours	Description and supporting documentation

9th Grade

- In Freshman Success classes, students will
 1. Create a Personality Profile
 2. Complete a Career Research project
 3. Write an essay to support an academy/career choice application

10th Grade

- In World History classes, students will create their initial résumé.
- In math classes which are primarily 10th graders, students will obtain a letter of recommendation from someone in the community. (neighbor, friend of the family, employer, organization like Boy Scouts).

10th Grade

- In English 2 classes, students will research and write about post-secondary schools in their area of interest.
(technical training, military, university)

11th Grade

- In English 3, students will update their resume from last year and replace it in their portfolio.
- In science classes which are primarily juniors, students are required to show the science teacher a letter of recommendation from any teacher in the school and again, place it in the portfolio.
- In American History classes, students will create a Family Career Tree.

12th Grade

- In English 4 classes, students will complete the final resume and update any letters of recommendation.
- Academy classes and electives will share information about community service opportunities.

Senior Project

- The following documents are graded in the portfolio as part of senior project.
 1. Resume
 2. Letters of recommendation
 3. Community service hours
 4. Best Works/reflections

Remember

- The portfolio is about you!
 - What do you do well?
 - What interests do you have?
- It is each student's responsibility to take the documents discussed and file them in your portfolio!