Senior Portfolio Checklist

Must be returned to school counseling office on or before April 1, 2018 after Advisor has signed and approved it

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WVEIS Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Portfolio Requirement for High School Students**

* Students must complete **5 activities per year in addition to the required components** and add them into an electronic portfolio such as OneDrive. The asterisk (\*) activities are required and must be added into the portfolio.
* Upon completion of all components, students will receive 1 credit. (One full credit with the class of 2019, .25 credit every year for completion)

|  |  |
| --- | --- |
| **Senior**  | **Check Upon Completion** |
| 1. | **\*\*Resume-include list of activities and awards-must be updated yearly with three names of references.**  |  |
| 2. | **\*Senior Follow-Up Plan**  |  |
| 3. | **\*Experiential Learning-10 hours required**  |  |
| 4. | **\*PEP (Personalized Education Plan)**  |  |
| 5. | Advanced Placement Scores |  |
| 6. | Graded Writing Sample from any course |  |
| 7. | Completed FAFSA  |  |
| 8. | Completer Certificate or Technical Center credentials |  |
| 9. | Video or Photo of a Presentation/Project (Classroom, club, community/civic organization, etc.)  |  |
| 10. | PROMISE Application  |  |
| 11. | Completed College Application |  |
| 12. | Complete Work Application |  |
| 13. | Activity List-to include on transcript (include awards, activities, leadership) |  |
| 14. | Cover Letter/Introduction Letter |  |
| 15. | Graded Research Paper  |  |
| 16. | Senior Year Reflection-LINKS Lesson |  |
| 17. | Attendance Record- Not to exceed 4/block or 8/period, non-school related |  |
| 18. | General Summative Assessment Scores |  |
| 19. | ACT, SAT, WIN, or ASVAB Scores |  |
| 20. | Three Letters of Recommendation for Employment, Scholarships, or College Applications. (Non-Family Member) |  |
| 21. | Certificates from Awards, Achievement, Honors, Service Clubs, Leadership of Community Club, etc.  |  |
| 22. | Evidence of Community Service (Examples-Certificates from 4-H, Church Groups, etc.) |  |
| 23. | CTE Governor’s Work Force Credential |  |
| 24. | Benchmark Scores |  |

Student has satisfied requirements to be awarded credit \_\_\_\_\_\_\_\_\_\_.

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_