

Senior Portfolio Checklist
Must be returned to school counseling office on or before April 15

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.
- During the senior year of high school, students must add their Capstone Project to the Portfolio.
- The Academic Advisor will check to make sure all required Activities and the Capstone Project meet the requirements for graduation.
- 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.	Completed College Application	
3.	Complete Work Application	
4.	ACT, SAT, Compass, WIN, or ASVAB Scores	
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 (Classroom, club, community/civic organization, etc.)	
10.	PROMISE Application	
11.	*Senior Follow-Up Plan	
12.	*Experiential Learning-10 hours required	
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.	*PEP Plan-review with student, parent, and advisor	
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.	*Capstone Project-Presentation must be 3-5 minutes long and portfolio must be electronic. Presentation will be during the Advisor/Advisee period.	

Student has satisfied requirements to be awarded credit _____.

Advisor Signature: _____