Building Your Portfolio

Why a Portfolio? They are tools that allows you to professionally package yourself, portraying your best assets and to enhance your chances of obtaining your primary post-secondary option - whether it is obtaining scholarships, landing the right job, or admissions to your post-secondary school of choice. The portfolio contains all items necessary to complement your applications and eliminates the need to scramble at the last minute to get things together. The portfolio is a work in progress and needs to be updated as you complete new accomplishments. Consider it a lifelong process that you can modify to fit the demands of the situation. You will also be required to present your portfolio. A regularly updated portfolio will allow you to approach the post-secondary application process with confidence.

Your portfolio should contain...

o *Goals Letter*
o *Checklist by grade level*
o *Individual Learning Plan*
o *Interests Inventories*
o *ISTP Plan (two-year and three-year plan)*
o *Graduation checklist*
o *Unofficial Transcript*
o *Copies of tests scores*
o *Certificates of recognition/achievement*
o *Extra-Curricular Activities Sheet*
o *Community Service Record*
o *Work experience record*
o *Experiential learning*
o *Essays*
o *Resume*
o *Three letters of recommendation*
   o *two from teachers or other school personnel*
   o *one from community leader or employer*
o *Life Plan*
o *Competed Job Application (five years after graduating)*
o *Complete post-secondary application*
o *Senior Project Plan and Outline for Paper*

Other documentation you may want to keep in your Tool-Kit folder:

➢ *copy of birth certificate*
➢ *copy of immunization records*
➢ *documentation of your previous year's income*
➢ *copy of parent's tax return (previous year) – this information is often requested by scholarship agencies.*

➢ *completed copy of FAFSA*
➢ *completed copy of post-secondary applications*
➢ *Worksheet for College Applications*
➢ *Senior Year Checklist*
➢ *College Comparison Worksheet*
➢ *Copy of completed FAFSA*