

STUDENT TRACKING SHEET

Example
 Smith
 10/25
 You write name of teacher & date

NAME _____ Shop _____	Student sign-off	SP teacher sign-off	English Teacher Sign-off	TRADE instructor sign-off	Guidance Counselor sign-off	DEADLINE	Signatures Required
General Guidelines: All pieces should be typed, size 12 font, either Times New Roman or Arial (but consistent throughout) EXCEPT headings. Sections should be divided. All pages should be inserted into page protectors.							
Portfolio Introduction (guidelines provided in portfolio class)						2/19/2021	Dubreuil
Table of Contents (guidelines provided in portfolio class)						2/19/2021	Dubreuil
Cover Letter (guidelines provided in portfolio class)						1/29/2021	Dubreuil
Resume (guidelines provided in portfolio class)						1/29/2021	Dubreuil, Trade, Guidance
References (guidelines provided in portfolio class); DOES NOT GO ON RESUME						1/29/2021 3/12/21	EACH reference needs to agree (except character reference) Academic: _____ Trade: _____ Guid.: _____
Trade Checklist (signed/dated)						Grade 9 through 11: 1/08/2020 Senior Year: Individual due dates vary by trade.	Trade

student sign-off	CDL teacher sign-off	English Teacher Sign-off	TRADE instructor sign-off	Guidance Counselor sign-off
Samples of Trade Excellence and Projects: ALL must include non-fiction captions relating images back to trade skills and purpose. Minimum of 7 (suggested: one from each semester- including 2nd half of freshman year on). Rubric provided in trade area.				Individual due dates may vary by trade. Where applicable: 1/29/2021 Trade
Standardized Trade Assessment Scores (As appropriate: i.e. SSA, NOCTI, CNA certification, State Boards etc.)				As appropriate Trade
Credentials Include dates and certification numbers (If applicable to trade area)				As appropriate Trade
Senior Essay (Rubric provided in Senior English)				As appropriate Trade (if applicable)
Senior Essay (Rubric provided in Senior English)				11/4/2020 English
Thank You Letter (guidelines provided in Senior English)				3/12/2021 English
Unofficial Transcript (Provided by Guidance)				3/12/2021 Please see your assigned guidance counselor to fill out a 'Transcript Request' form

OPTIONAL PAGES ON NEXT PAGE!

OPTIONAL PAGES					
Supplemental College/Scholarship				3/12/2021	Guidance
Awards/Honors				3/12/2021	Guidance
Reccommendation Letters				3/12/2021	Guidance
Commendations				3/12/2021	Guidance
College Acceptance Letters				3/12/2021	Guidance
Evidence of Voluteer/Community Service				3/12/2021	Guidance
CAPT/PSAT/SAT/ACT Scores				3/12/2021	Guidance

FINAL REVIEW

<p>Portfolio Review Presentation</p> <p><i>Be prepared to: Dress for Success and present your skills as if you are in an interview. You will have 15 minutes to present to a selection of administrators and faculty members, in the main office conference room. Exemplary status can be achieved by meeting the Exemplary Dute Date, as well as by presenting a Portfolio that Exceeds Expectations</i></p>	<p>Approved by:</p>	<p>Review Committee</p> <p>Exemplary Due Date: Official 2/19/2021</p> <p>Deadline: 3/12/2021</p> <p>Tentative Presentation Schedule:</p> <p>Exemplary: 3/1/2021-3/9/2021 All others: 3/22/2021-5/7/2021</p>
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Senior Portfolio Check List (use this or the one with the black squares)

Everything ***NEEDS*** to be signed off by _____!

Introduction:

1. You have a signature from Mrs. Dubreuil.
2. You have a signature from your Guidance counselor.

Table of Contents:

- You have a signature from Mrs. Dubreuil.

Cover Letter:

1. You have a signature from Mrs. Dubreuil.
2. You have a signature from your English teacher.

Resume:

1. You have a signature from Mrs. Dubreuil.
2. You have a signature from your trade teacher.
3. You have a signature from your Guidance counselor.

References:

1. You have a signature from Mrs. Dubreuil.
2. You have a signature from your Guidance counselor.
3. You have signatures where three teachers are agreeing to be your references.

Senior Essay:

1. You have a signature from your English teacher.
2. You have a signature from your TRADE teacher if there is trade content in your senior essay (just double check with your trade instructor whether or not they want to read it-some want to read your senior essay no matter what).

Thank You Letter

- You have a signature from your English teacher.

TRADE MATERIALS:

- Signature from your trade instructor for Trade Checklist.
- Signature from your trade instructor for Trade Excellence Pictures and Captions.
- Signature from your trade instructor for Standardized Test Scores (if applicable).
- Signature from your trade instructor for Credentials.

ADDITIONAL MATERIALS:

- *FYI: There are additional materials (such as your unofficial transcript) you are going to have to get signed off by your Guidance counselor.*