



**BEAVER DAM HIGH SCHOOL
PORTFOLIO CHECKLIST
CLASS OF 2012 SENIOR REQUIREMENTS**

(Keep this checklist at the beginning of your portfolio items for grade 12.)

ACADEMIC DEVELOPMENT

Student Check	Advisor Initials	Portfolio Items
		Best Work Samples with Best Work Summary Form (one from each of the following areas):
		▪ Writing Sample with Summary form
		▪ Math Sample with Summary form
		▪ Social Studies Sample with Summary form
		▪ Science Sample with Summary form
		▪ Elective Sample with Summary form
		Examining Your High School Transcript and Attendance
		<i>The following items are optional but highly recommended:</i>
		Co-Curricular/Community Involvement/Awards (ex: newspaper clippings, program from event, certificates)
		Letter of Recommendation(s)

		Job Application (English 11)
		Workplace Readiness Rating (Self—Grade 10)
		Workplace Readiness Rating (Employer, Teacher, Coach—Grade 12)
		PSAT or ASVAB or ACCUPLACER Results or WISCAREERS Personal Globe Inventory (if absent)
		Personal Employment Record (English 11)
		WISCareers Interest Profile (Grade 10)
		Career Paper (Grade 10)
		Personal Statement - typed
		WKCE Test Results (Grade 10)
		PLAN Test Results and Analysis (or alternate assignment if absent) (Grade 10)
		Reality Check Packet and Reflection (or alternate assignment if absent) (Grade 11)
		College Comparison Worksheet (Grade 11)

CAREER DEVELOPMENT

Student Check	Advisor Initials	Portfolio Item
		Typical Interview Questions and Responses Grades 9, 10 and 11
		Resume (English 11)
		Cover Letter (English 11)

Final Approval Signatures:

Date:

