

# PORTFOLIO CHECKLIST

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

English Teacher Grade 12 \_\_\_\_\_

*Please keep this checklist as the first page in your portfolio and check off each item as it is completed.*

Entry	Date	Verification
1. Transcript(s) (unofficial copy) 12 <sup>th</sup>		
2. Resume 12 <sup>th</sup>		
3. Cover Letter 12 <sup>th</sup>		
4. Letter of Recommendation A 12 <sup>th</sup>		
5. Letter of Recommendation B 12 <sup>th</sup>		
6. Completed Employment Application 12 <sup>th</sup>		
7. Interview Question Worksheet 12 <sup>th</sup>		
8. Completed Bright Futures Receipt 12 <sup>th</sup>		
9. College/Vocational School Application Sample (IRSC) 12 <sup>th</sup>		
10. Honors/Awards/Certificates 11 <sup>th</sup> and 12 <sup>th</sup>		
***Completed FAFSA Receipt 12 <sup>th</sup>		
***Volunteer Service Verification 12 <sup>th</sup>		
***Scholarship Applications 12 <sup>th</sup>		
***College Admission Essay Sample 12 <sup>th</sup>		

## Military Academy/Officer/Enlisted

***Letter of Intent		
***ASVAB Practice/Actual Test Results		
***Fitness Self-Assessment		

\*\*\* denotes optional items

Teacher Use Only:

Number of items enclosed: /10

Date scored:

Signature: