



FPHS FINAL PORTFOLIO CHECKLIST – 11TH

Name: _____ Advisor: _____

FINALIZING THE PORTFOLIO – Part of the Franklin Pierce School District’s graduation requirement is the completion and presentation of the portfolio. Below are steps to help you **GET READY!**

	Components	Details	Self-Audit	Full Audit	11 th Grade Requirements
LEARNER REQUIREMENTS	9 th Grade Goals	Each year in attendance at Franklin Pierce Schools; reflection alternate, see CCC			
	10 th Grade Goals	Each year in attendance at Franklin Pierce Schools; reflection alternate, see CCC			
	11 th Grade Goals	Each year in attendance at Franklin Pierce Schools; reflection alternate, see CCC			
	Transcript	Only need current transcript			
	Credit check	Current check only needed			
	College and Career Plan (4-year Plan)	Began when registering for high school, updated yearly			
	Assessments	SBAC results, ACT, SAT, PSAT, ASVAB, EOC, AP etc.			
	9th Grade Evidence of Growth	For each year at FP schools, minimum one piece of work documenting academic growth, recommend at least 3 – 5 pieces of work per year			
	10th Grade Evidence of Growth	For each year at FP schools, minimum one piece of work documenting academic growth, recommend at least 3 – 5 pieces of work per year			
	11th Grade Evidence of Growth	For each year at FP schools, minimum one piece of work documenting academic growth, recommend at least 3 – 5 pieces of work per year			
PLANNER REQUIREMENTS	9th Grade Interest Assessment	Career Cruising results			
	10th Grade Interest Assessment	“Where are you Going” results which includes reflection; Alternate, senior year reflection document			
	9th Grade Career Research	Printed PowerPoint – minimum of 13 slides			
	Employability Skills	Completed by CTE teacher; most recent; both sides; other years recommended			
	Job Application	Actual application – blue/ black ink or printed completed one			
	Resume	Current, typed; previous resume recommended			

	Components	Details	Self-Audit	Full Audit	11 th Requirements
PLANNER REQUIREMENTS	Job Shadow or 2 Career Exploration Interviews	ONE Completed job shadow (minimum 3 hours) with documentation OR TWO employer interviews with documentation and reflection			
	Post-Secondary Research	Completed document comparing 3 post-secondary options			
	High School and Beyond Plan	This is updated yearly. Current year required, other years recommended to show changes and growth over time			
	Post-Secondary Site Visit #1	Two visits required. Back-to-school night can count for one with appropriate documentation			
	Post-Secondary Application	One application to post-secondary institution – colleges (2, 4, tech), military, etc. Letter of acceptance/enrollment acceptable			
	Financial Plan / Budget	Completed in 11 th grade			
	Letter of Recommendation #1	Teacher or outside classroom (coach, club leader, employer)			
	9th Grade Conference	Completed rubric with advisor signature			
	10th Grade Conference	Completed rubric with advisor signature			
	11th Grade Conference	Completed rubric with advisor signature			
CITIZENSHIP REQUIREMENTS	Extracurricular Activities	Evidence of community involvement; updated annually			
	Volunteer Service (30 hours)	30 hours; 10 hours if enrolled in FP schools as a senior			

Distinguished Requirements

- More than 3 pieces of growth per year of FPS attendance
- Copy of post-secondary acceptance letter and/or evidence of submission of application
- More than 30 hours of documented volunteer work
- Type a well written essay for EACH of the three sections that answers the prompt. Must be five paragraphs, double spaced, 1-inch margins, 12 font Arial or Times New Roman
 - *Learner:* Academic history, strength and weaknesses in areas such as attendance, academics, and employability skills, post-secondary academic goal
 - *Planner:* Evolution of post-secondary plan when beginning high school to current post-secondary plan, steps taken that led you to your current post-secondary plan, future plans, where do you see yourself in 5, 10, 20 years
 - *Citizen:* Citing examples of volunteer service, describe your personal experience, other ways you have been an active member in your community, how involvement in the community and volunteer service has benefited yourself and others

See Distinguished Portfolio Checklist for complete requirements.