

Student Name: _____

Mentor: _____

Senior Checklist

Portfolio Contents	Criteria	1 st Draft	2 nd Draft	Final Draft	Date of Completion
Learner's Autobiography	Minimum of 5 pages, typed, double spaced, 12 font, 1 inch margins				
Five Year Plan	Define plan for post-secondary education, training, or work.				
Resume	Must include relevant, professional information about you for specific employers.				
Cover Letter	Must be either a letter of application or a letter of inquiry.				
Network of Support	List of family, friends, and community based resources and tools to assist you in your success. Must include name, contact info, and how they support you.				
Personal Statement	Minimum of 500 words, should answer the following: <ul style="list-style-type: none">• Who am I?• Who do I want to be?• What kind of contribution do I want to make, and how?• Why does it make sense for me to study at your university?				
ACT Score	A copy of your ACT score				
TABE Scores	A copy or letter from registrar of your TABE score				

College Applications	Copy of a minimum of 4 applications, neat and legible handwriting. Letter from university stating receipt of application is better.				
Letters of Recommendation	A minimum of 3 letters of recommendation from teacher, counselor, employer, clergyman, etc.				
Financial Aid Form	Copy of letter stating your Financial Aid form was submitted.				
Scholarship Application	Copy of application to a minimum of 3 scholarships. Criteria for scholarship must be available.				
Project Proposal	Minimum of 1-2 pages, typed, addressing all questions on sheet.				
College Fair	Proof of having attended 1 college fair (i.e. letter from counselor, or flyer of event)				
Examples of work	Minimum of 4 examples of work from every class you have taken or are currently taking. Should be 1 example from every module.				
Presentation	Present project and portfolio to panel, as a defense of graduation.				
Exit Interview	Interview with the principal.				