

**Samuel F. B. Morse High School**

**OPTION A Portfolio Requirements Checklist**

**FRONT: Reflective Letter of Introduction (6 copies for Final Due Date)**

**Section I: \_\_\_\_\_ Preparing to Graduate**

- \_\_\_\_\_ Graduation Requirements and A-G Requirements (Green Paper)
- \_\_\_\_\_ Graduation Requirement Check-Off List (after meeting with Counselors)
- \_\_\_\_\_ Proof of FAFSA PIN (online) or Waiver Letter
- \_\_\_\_\_ Attendance Record (available in February)
- \_\_\_\_\_ Transcript (available in Feb)
- \_\_\_\_\_ Copy of SPE Contract
- \_\_\_\_\_ Section Reflection

**Section II: \_\_\_\_\_ Post-Secondary Preparations**

- \_\_\_\_\_ Printout of Online Career Cruising Results
- \_\_\_\_\_ College Application
- \_\_\_\_\_ Job Application
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Letter of Recommendation
- \_\_\_\_\_ Section II Reflection

**Section III: \_\_\_\_\_ Collection of HS Studies**

- \_\_\_\_\_ A Comparison of Works – Two different pieces of work in the same subject area showing growth
- \_\_\_\_\_ A Career Guiding Assignment – One piece of work that triggered a possible career path for your future
- \_\_\_\_\_ Evidence of a Healthy Lifestyle – One piece of evidence showing you partake in a Healthy Lifestyle
- \_\_\_\_\_ Section III Reflection

**Section IV: \_\_\_\_\_ Job and College Research**

- \_\_\_\_\_ Research and Report your findings (2 page minimum) on TWO DIFFERENT career choices following guidelines in Appendix B (available on Oct 28<sup>th</sup>, 2009)
- \_\_\_\_\_ Visit, Tour, and Report on TWO DIFFERENT college campuses (City Colleges are OK) following guidelines in Appendix B (available on Oct 28<sup>th</sup>, 2009)
- \_\_\_\_\_ Section IV Reflection

**Section V: \_\_\_\_\_ Community Service Documentation and Time Logs**

- \_\_\_\_\_ Required Authorization for Student Participation and Required Agency Information for Student Participation
- \_\_\_\_\_ Copy of MULTI SITE Community Service/Volunteer Verification Form ( 10 hour minimum )
- \_\_\_\_\_ Copy of SINGLE SITE Community Service/Volunteer Verification Form ( 10 hour minimum )
- \_\_\_\_\_ Section V Reflection

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**OPTION B Portfolio Requirements Checklist**

**FRONT:** \_\_\_\_\_ **Reflective Letter of Introduction (6 copies for Final Due Date)**

**Section I: Preparing to Graduate**

- \_\_\_\_\_ Graduation Requirements and A-G Requirements (Green Paper)
- \_\_\_\_\_ Graduation Requirement Check-Off List (after meeting with Counselors)
- \_\_\_\_\_ Proof of FAFSA PIN (online) or Waiver Letter
- \_\_\_\_\_ Attendance Record (available in February)
- \_\_\_\_\_ Transcript (available in Feb)
- \_\_\_\_\_ Copy of SPE Contract
- \_\_\_\_\_ Section 1 Reflection

**Section II: Post-Secondary Preparations**

- \_\_\_\_\_ Printout of Online Career Cruising Results
- \_\_\_\_\_ College Application
- \_\_\_\_\_ Job Application
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Letter of Recommendation
- \_\_\_\_\_ Section II Reflection

**Section III: Community Capstone Project – Planning Phase**

- \_\_\_\_\_ Formal Community Capstone Project Proposal
- \_\_\_\_\_ Initial Outline of Intent (Typed and Organized)
- \_\_\_\_\_ Additional Contracts and Waivers (if applicable)
- \_\_\_\_\_ Section III Reflection

**Section IV: Community Capstone Project – Implementation Phase**

- \_\_\_\_\_ Evidence #1 of Project Implementation
- \_\_\_\_\_ Evidence #2 of Project Implementation
- \_\_\_\_\_ Outline of Implementation (A Revised and Updated version of your Initial Outline of Intent)
- \_\_\_\_\_ Draft of Process Paper
- \_\_\_\_\_ Section IV Reflection

**Section V: Community Capstone Project – Reflection Phase**

- \_\_\_\_\_ Time Log A – Showing 10 hours of Time Spent
- \_\_\_\_\_ Time Log B – Showing 10 hours of Time Spent
- \_\_\_\_\_ Time Log C – Showing 5 hours of Time Spent
- \_\_\_\_\_ Final Draft of Process Paper (with corrections)
- \_\_\_\_\_ Section V Reflection