

# Santee Senior Portfolio

#	Artifact	Description	Start Date	Due Date	Artifact Complete (Teacher Signature and Date) ELA Teacher to Sign off
1	Autobiographical Essay or UC Personal Statement	- Typed, 12 pt font, Times New Roman, double spaced, 1 inch margins - 1000 word total (UC Personal Statement both prompts) - See handouts for UC Personal Statement and Autobiography	August	November 17	
2	Career Interest Inventory and Reflection	- <a href="http://www.careercruising.com">www.careercruising.com</a> - Research one career from survey and write 1 page summary/reflection. - Typed, 12 pt font, Times New Roman, double spaced, 1 inch margins	September	November 17	
3	Resume & Cover Letter	- Typed, single spaced resume, 12 pt font, Times New Roman	September	November 17	
4	College/Job Application or College Acceptance Letter	- 1 required/ 3 recommended * <b>WRC Application Does Not Count</b> - Print Acceptance Letter - College Center Assistance	October	April 17	
5	Three Letters of Recommendation	- Updated and on school or company letterhead - With letterhead, from the signatures - Sources: principal, teachers, counselor, employer, coach	Ongoing	April 25	
6	WRC	- WRC Certificate (from Chamber of Commerce or Santee EC)	Ongoing	May 23	
7	Service Learning Project (SLP)	- Updated and on school or company letterhead - Social Studies teachers to support, evaluate and approve project - Mr. Molina to certificates for completed SLPs by Fri, April 14	September	April 17	
8	Individualized Graduation Plan/Transcript	- Students must see their counselor regarding their IGP - Updated transcripts every semester - See counselor	Fall Semester Spring Semester	April 25	

Revised 9/25/17\* Final Portfolio Due to English Teacher by May 25, 2018

# Santee Senior Portfolio

#	Artifact	Description	Start Date	Due Date	Artifact Complete (Teacher Signature and Date) English Teacher Sign Off
9	Certificates/ Awards	- Received during high school years (from 9 <sup>th</sup> to 12 <sup>th</sup> grades) -	Ongoing	April 25	
10	Reflection	- Students are to write a reflection regarding their high school experience. This reflection should be two-three pages in length. Also, typed, 12 pt font, Times New Roman, double spaced, with 1 inch margins. -	Ongoing	April 20	
***	*40 hours of Community Service and Reflection  <b>(optional)</b>	- Submit a community service proposal with complete signatures - Time log and Certification from the supervising officer on company/organization letterhead - 1 page Reflection - Typed, 12 pt font, Times New Roman, double spaced, 1 inch margins - <b>It is highly recommended that students do Community Service. College, scholarship and job applications will ask applicants what community service they are or have been involved in.</b> - <b><i>NOTE: 40 hours of Community Service with an OFF-CAMPUS agency is <u>recommended</u>, but <u>not required</u> for graduation.</i></b> - Students who complete 40 hours of Community Service will be recognized at the Senior Awards Night.	Ongoing	May12	
	Parent Passport/Parent Participation	Parents must attend four school activities, 2 face to face conferences/workshops and 2 can be extracurricular activities. Activities can include the following: Parent College, Open House, Parent Conference, Orientation, Sports Events, Parent Workshops, etc. Parent Passport must be signed by school staff.	Ongoing	May 23	