



## High School and Beyond Portfolio Scope & Sequence

	Introduction		Exploration		Application	
Grade	7	8	9	10	11	12
<b>Career Research</b> <i>Explorations designed to identify your interests and abilities in order to help you focus on education and occupations that are right for you.</i>	*Identify personal skills, interests, and abilities and relate them to future career choices.	Develop skills to locate and use career information.	Acquire skills such as teamwork, problem-solving, and organization.  Reexamine personal skills, interests, and abilities related to current career choices.	*Refine career searches to reflect personal skills, interests, and abilities.	*Apply academic and career readiness skills in work-based learning situations such as internships, shadowing, mentoring and/or a graduation project.	*Apply for post secondary training or work.
<b>High School Plan &amp; Beyond</b> <i>An anticipated course of study for successful completion of high school graduation requirements and seamless transition to post high school plans.</i>	*Introduce concept of long-range planning and goal setting.	*Understand how interests, abilities, and achievement relate to achieving personal, social, education, and career goals.  Create initial High School Plan & Beyond – input into eFolio	*Identify personal preferences, aptitudes and interests that influence career choices and success.  Update and review grad status. Review course selections and make any necessary modifications to High School Plan & Beyond.	*Update and review grad status Review course selections and make any necessary modifications to High School Plan & Beyond.  Pursue and develop competency in areas of interest.	*Update and review grad status. Review course selections and make any necessary modifications to High School Plan & Beyond.	*Update and review post-secondary plans. Finalize High School Plan & Beyond - must be documented on eFolio
<b>Resume/Cover Letter</b> <i>A summary of your education, skills, accomplishments, and experiences. A cover letter is proper business etiquette to accompany a resume which gives you the opportunity to help promote yourself for the position.</i>			*Introduce concept of Resume. Utilize information from Personal Data. Students construct a draft resume.	*Provide instruction on how to write a cover letter. Students update a draft resume and cover letter (persuasive writing).	*Review and revise. Final product must meet minimum standards as judged by CKSD grading rubric. Upload into eFolio.	

<b>Letter(s) of Recommendation</b> <i>(Recommended but not required)</i> <i>Any letter from a person who knows you and is able to state your strengths to potential employers, colleges or training institutions.</i>	*Introduction	*Instruction	*Complete a <i>Letter of Recommendation</i> student request form	*Revisit and refine the process	Collect letters. Recommended to have at least 1 letter of recommendation from 10-12 time frame.	
<b>Awards/Certificates</b> <i>(Recommended but not required)</i> <i>Documents and artifacts that reflect your significant accomplishments.</i>	*Introduction. Begin collecting and archive awards. Begin to create an index of awards/certificates.	*Inform on available opportunities. Remind and collect.	*Inform on available opportunities.	*Inform on available opportunities. Remind and collect; update index.	*Inform on available opportunities. Remind and collect; update. Recommended to have at least one certificate or award recorded on the index.	
<b>Best Works</b> <i>A collection of artifacts that best reflects your skills and abilities.</i>	*Introduced in College Ed	*Update and annually revise	*Update and annually revise	*Update and annually revise	*Update and annually revise	*Select final pieces to be displayed as <i>Best Works</i> . Must include at least one sample and complete reflective question in eFolio.
<b>Personal Data/Activities</b> <i>Practical documents (including grades and academic history) and information that will be useful for your current and future job and post secondary training applications.</i>	*Introduced and begin collection (clubs, volunteer, athletics, self-employment)	*Update. e.g.(File Letter of Recommendation student request forms, photocopies of Soc. Sec. card and Driver's license, 1 <sup>st</sup> Aid/CPR/AED, Food Handler's permits))	*Update. Collect job applications/ Interview, Job Shadow, or Campus Visits	*Update. Collect college and scholarship applications		
<b>Personal Statement</b> <i>A philosophical statement of your goals/aspirations to prepare you for future academic and occupational applications.</i>	*Introduced – practice reflective writing skills.			*Personal statement developed through expository writing prompts. First draft created.	Review and revise <i>Personal Statement</i> .	*Finalize <i>Personal Statement</i> . Must meet minimum standards as judged by CKSD grading rubric. Upload into eFolio.
<b>Culminating Project Graduation</b> <i>Requirement that allows you to select a project that connects to your vocational, academic, community service, and/or cultural interests.</i>	Introduced in College Ed					*Student Reflection Paper on the Culminating Project is placed in the High School & Beyond Portfolio. Final product must meet minimum standards as judged by CKSD grading rubric. Upload into eFolio.

\* ***Indicates a planned activity or lesson needs to occur.***  
***Shaded boxes have a graded or checked off requirement to meet the graduation standard.***