**AGHS Career Readiness Portfolio Checklist**

**11th Grade Checklist**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Graduation: \_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mandatory Activities** | **Evidence/Artifact** | **CEW Standard** | **Authorized by:** | **Date:** |
| 🞏 Community Service (2 hrs.) | Community Service Log | 13.1 |  |  |
| 🞏 Credit Verification w/ assigned counselor | Complete Course Selection Sheet w/ Signature | 13.1 |  |  |
| 🞏 Research post-secondary career options w/ guidance and/or career-readiness instructor | Research documentation and Reflection sheet | 13.1, 13.2, 13.3 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elective Activities**  **(Must complete 4)** | **Evidence/Artifact** | **CEW Standard** | **Authorized by:** | **Date:** |
| 🞏 Attend a college and career fair | Reflection sheet | 13.1 |  |  |
| 🞏 Participate in a post-secondary school visit | School flyers and reflection | 13.1 |  |  |
| 🞏 Create Resume and Cover letter | Resume and Cover Letter | 13.2 |  |  |
| 🞏 Attend CTI | Reflection sheet | 13.1, 13.2, 13.3, 13.4 |  |  |
| 🞏 Provide results of PSAT/SAT/ACT/ASVAB/NOCTI | Results sheet | 13.1 |  |  |
| 🞏 Attend College and Career Planning Session | Reflection sheet | 13.1, 13.3 |  |  |
| 🞏 Meet w/ Military Recruiter/College Rep/Tech School Rep/Apprenticeship Rep | Reflection sheet | 13.1 |  |  |
| 🞏 Complete JROTC Course | Relevant coursework and/or reflection sheet | 13.1, 13.2, 13.3 |  |  |
| 🞏 Involvement in extracurricular activity | Sponsor/Coach documentation and/or reflection sheet | 13.1, 13.3 |  |  |
| 🞏 Evidence of a part-time job | Copy of pay stub, W-2, memo from employer | 13.1, 13.2, 13.3 |  |  |
| 🞏 Attend PFEW Presentation and/or camp | Reflection sheet | 13.4 |  |  |
| 🞏 Member of FBLA or TFIM | Sponsor documentation and reflection sheet | 13.1, 13.2, 13.3, 13.4 |  |  |

**To be completed by advisor only.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By the end of 11th Grade: (CIRCLE ALL)**

* Student met all four standards: 13.1 13.2 13.3 13.4 **YES NO**
* Student completed at least 8 artifacts: **YES NO**
* Student data entered into PIMS: **YES NO**
* **NOTES:**
* **Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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