

Student Portfolios

Steller Students, this is really important information to use when creating your “Student Portfolio” to present when applying for a prospective job, school, scholarship, award, etc.

If you have any questions be sure to check with John Stahl, stahl_john@asdk12.org

This information is also available in the ASD District Website Career Resource Center Webpage, <http://www.asdk12.org/CRC/>; just about everything you may need to know to create a thorough “Student Portfolio” is here, or you can access it there.:

Your Portfolio will be a very effective way to communicate who you are and what makes you special. It is YOUR history of your high school career (grades 9 through 12) as you would like it told to employers, schools, or scholarship review committees. The portfolio can be worked on throughout high school; it is a good idea to update and add new information and documentation at any time during your senior year. Submit it in your senior year to your high school’s career resource advisor. At a minimum, it should include the materials listed in this packet. Please follow instructions carefully and use the [Portfolio Content Check List](#).

Community groups will come to the high school to review your portfolio, and others will request it to be sent to a centralized location for consideration. Check with your career resource advisor frequently during the year to make sure your portfolio is ready for specific committees.

The [General Guidelines](#) are the starting point. Like any important project who will have any information you can get to get you off on the right foot and to stay on track will be very helpful.

Like with any project you may have whether you’re baking cookies or building cabinets [Shopping List](#) of the necessary materials you need will make sure you have everything at hand when you need it. Your Portfolio will be no exception, pay attention to the list of items because they have been carefully chosen and will help you create a very professional looking product.

One particularly helpful page will be the [Portfolio Contents Checklist](#) which will help you get all your items in order and ensure that you have everything in your Portfolio to get the information to the people who will be making the decisions;

The [Budget Sheet\(s\)](#) will give you a realistic idea of what it costs involved and what you will need to ask for, borrow, and/or earn to pay for your post high school education.

The following pages will provide the information application committees will use to make their decisions. You will find a “[Sample Pages](#)” followed by a form of that page that you can actually format, fill in, and print for your portfolio. When printing, choose specifically which pages you will be printing.

Templates are not provided for Military Affiliation, Personal Essay, Recommendation Letters, School Acceptances or Appreciation Statement as these are very specific to the individuals and/or organizations.

Submitting a portfolio does not guarantee an award. It also does not mean that you are applying for every scholarship available. The majority of scholarships have separate applications, and it is important for you to seek out those opportunities, complete the applications, and send partial or full copies of your portfolio for consideration.

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The following are links to the specific topic in this document:

- * [ASD Portfolio Guidelines](#)
- * [General Guidelines](#)
- * [Portfolio Contents Checklist](#)
- * [Portfolio Shopping List](#)
- * [Guideline Documents](#)
- * [Portfolio Cover Sheet](#)
- * [Student Information Sheet](#)
- * [Current Classes / Test Scores](#)
- * [School Activities Community Activities](#)
- * [Work Experience Recognition & Awards](#)
- * [Budget Sheet](#)
- * [Unexpected “Hidden” College Expenses](#)
- * [Request for Letter of Recommendation](#)

- “Information Sheets and “Request for Letter of Recommendation” include both a [Sample Page \(these will have red print\)](#) and a template of the page you can fill in at the computer.
- Print those pages you need to include in your Portfolio.

You can also download Portfolio pages from the ASD website using the links below:



Apple Pages users

- * **Portfolio Guidelines** (PDF)
- * **Portfolio Input pages** (ZIP)
- * **Request for Letter of Recommendation** (ZIP)



Word users

- **Portfolio Guidelines** (PDF)
- **Portfolio Input Pages** (RTF: Rich Text Format, files can be opened in most word processing programs.)
- **Request for Letter of Recommendation** (RTF: Rich Text Format files can be opened in most word processing programs.)

ANCHORAGE SCHOOL DISTRICT

PORTFOLIO GUIDELINES

(May be used to apply to Jobs, Schools,
Programs, Scholarships, Awards,
Grants, Prizes, etc.)

This is your master packet.

You may format similar forms on a computer.

To download a RTF (Rich Text Format) version of the Portfolio, visit

<http://www.asdk12.org/CRC/>

Information provided on the Internet will be viewed as a scrolling document.

When printing, choose specifically which pages you will be printing.

**Templates are not provided for Military Affiliation, Personal Essay,
Recommendation Letters, School Acceptances or Appreciation Statement.**

Please follow instructions carefully and use the provided Content Check List.

Anchorage School District

Revised 9/2007

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GENERAL GUIDELINES

1. Check with your school career resource advisor for portfolio format availability.
2. Using a computer is recommended. The final document should be completed on a letter-quality printer and on white paper.
3. You should have at least three people proofread all material that you include in the portfolio. There should be no errors! Use spell-check!
4. Each page is to be enclosed in a non-glare plastic sheet protector, front side only. Use sheet protectors with an additional extender strip outside the normal 8.5" x 11" sheet (so you will not punch holes in documents). This will allow you to make cleaner copies. The copier will copy through the plastic.
5. Mark the beginning of each section with a press-on clear tab, except the title page, so that each review committee can easily find the information they are seeking. Use the section titles listed under "Contents Check List" (see attached). Do not place a page at the beginning of each section with the section title printed on the page.
6. Submit the portfolio in a three-ring binder with a hard cover. Try not to use a binder that is a loud color or that is over-sized for what you have included. (Do not use a three-inch binder if a one-inch binder will do.)
Check with your career resource advisor to see if your school loans or sells binders to students.
7. Submit three copies of your portfolio in flat soft-cover binders with brads. Keep an additional copy for reference. Do not use plastic sheet protectors or tabs in the three copies. If a photocopy of your photograph is not clear, you may include an actual photograph in each copy.
8. Seniors, check with your career resource advisor for portfolio due dates.
9. When you receive a scholarship, award, or job interview remember to send a thank you note.
10. When you receive a scholarship, college award, college acceptance, or any other recognition please tell your career resource advisor.

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Portfolio Contents Check List

Your portfolio should contain the following section titles, in this order:

- Title Page (Do not tab this page.)**
Include your name, the name of your school, year of graduation, and your picture. Recommended picture size is 2" x 3".
- Military Affiliation (Tab) (May not apply to all students.)**
If your parent/guardian is affiliated with a branch of the US Military Service and you have a military ID card, copy photo side only of your ID and include it in this section. Make the copy as clear as possible and center it on the page.
- Student Information Sheet (Tab) (sample enclosed)**
Be sure to read the certification statement at the bottom of the form, sign it, and have your parent(s)/guardian(s) sign it.
- Personal Essay (Tab) (1.5 to 2 pages, double-spaced)**
The personal essay may include a variety of topics. Examples include information about your family, where you have lived, your accomplishments, your future plans for your post-secondary education, why you chose your major, a role model, person or event that inspired you, your career goals, where you hope to live, and plans for financing your post-secondary education. Essay writing tips are available in your high school career resource center.
- Academic Information (Tab)**
Include a copy of your transcript (unofficial and updated), the latest GPA highlighted with a yellow marker. Next, include "Current Classes and Test Scores" sheet. This must be followed by SAT and/or ACT, official score report(s). AP and TOEFL scores may be included. Your transcript shows your High School Qualifying Exam status. Please do not include ASVAB, Placement Testing, PLAN or PSAT scores.
- Activities and Awards (Tab) (samples enclosed)**
Include, in this order, the enclosed "School Activities," "Community Activities," "Work Experience," and "Recognition and Awards" sheets. In addition, in this section it is important that you include documentation or proof of activities, work experience, and awards (certificates, programs, newspaper articles, verification of employment, congratulatory letters, pictures of trophies or ribbons, etc.). **Include documentation from grades 9-12 only.**
- Recommendations (Tab)**
List the names and positions of the people who have written you letters. Include four letters (two from school staff members and two from people outside of school), but no more than five. A "Request for Letter of Recommendation" worksheet is enclosed.

It is best to use adults who know you well. You should include teachers and high school staff members, employers, and community leaders and family friends. Give each person adequate time to write your letter (at least 2-3 weeks) and remember to show your appreciation with a thank you note.
- Financial Information (Tab) (sample enclosed)**
To estimate your costs, refer to resources in your CRC, Internet (www.collegeboard.com) or specific schools. Included is a "Hidden College Costs" sheet for you to consider. You must plan costs and resources for one year. Do not include any dollars you expect to borrow. Use the enclosed "Budget" sheet. Make additional copies if you are applying to more than 3 schools.

It is acceptable that your parent(s)/guardian(s) write their own statement giving general information about family finances, financial need, or unusual or exceptional circumstances. Place this statement behind the budget sheet.
- School Acceptances (Tab)**
When you first submit your portfolio, list the school to which you are applying. This acts as a placeholder. Later, as acceptance letters arrive, include them in your portfolio.
- Other Information (Optional) (Tab)**
Use this section to demonstrate anything that is significant in your life, yet did not fit into any previous sections. Do not use it to make your folder "thicker." Many students do not include an "Other Information" section at all because their materials were all mentioned and documented previously in the portfolio. Your resume may be included in this section.
- Appreciation Statement (Tab)**
This is a short statement showing appreciation to those who took the time to review your portfolio. Be sure to sign the statement using black ink.

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Student Portfolio Shopping List

This list can be used in preparing to make a portfolio during your high school freshman, sophomore, junior, or senior year. Your completed portfolio is submitted, in your senior year of high school, to the career resource advisor at your school. Check with your advisor for your school's due date.

The following is a suggested list of materials needed to assemble your portfolio. Consider sharing the cost with a friend if it is cheaper to purchase a large quantity.

∞ **Three-ring binder, hard cover**

Use the size that is appropriate for the materials in the portfolio. (Don't use a 3" binder when a 1" binder will do.) Color: blue, black, gray, burgundy, etc. It needs to look professional. Your career resource advisor can tell you if your school sells binders.

NOTE: If you are doing the portfolio as a class assignment, you will submit only the three-ring binder to your teacher. The required copies will be made when you are a high school senior (see below.)

∞ **Paper**

Use good quality white paper. It should be used consistently throughout the portfolio. Use the same paper for mounting materials on and as backing for two-sided documents.

∞ **Plastic sheet protectors**

Sheet protectors can be purchased at one of the wholesale warehouse type stores in boxes of 100 or 200 sheets. Smaller quantities can be purchased at stores that carry office supplies, but these are usually more expensive. Must be pocket type. The non-glare finish works the best. Photocopies can be made of the original document through the plastic. Make sure there is an extender strip on the left side so you don't have to punch holes in the original document.

∞ **Index Tabs**

You will need to refer to the "Student Portfolio Contents" page in the guidelines packet to determine how many tabs you will need to buy. Clear, self-adhesive index tabs with paper inserts are preferred. The tabs must extend past the portfolio contents. Protector sheets with tabs pre-made on the side with paper inserts are acceptable. Do not use numbered tabs with an index.

∞ **Clear corner tabs**

Corner tabs are used to anchor any materials that you may want to remove at a later date. Stores usually carry these in their photo section. Glue can be used, but it is permanent and can destroy an original document. Students who choose to scan documents will generally not need these items.

∞ **Yellow highlighter**

Not only will items highlighted in yellow draw attention, they will also photocopy without leaving a black mark. Other colors will leave a dark mark when photocopied.

∞ **3 Flat binders**

When you submit your original portfolio to your career resource advisor, as a high school senior, you will also submit three copies of your original portfolio. The copies must be in flat soft-cover binders with brads. Color-matching the original portfolio is not required. Although not required, binders with a clear front will allow the reader to see the cover page of your portfolio. (Be sure to keep a fourth copy of your portfolio at home for future reference. Do not punch holes in this copy, the holes will show when copied)

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Portfolio Name

Your: First / Middle Initial / Last Name

(Picture 2 ½ " x 3")

Name of High School

Year of Graduation

*Delete THIS line, and then SCROLL through the remaining pages of the document.
Print only those pages you have input information.*

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STUDENT INFORMATION SHEET

(Sample)

(Use the TAB KEY to move between fields on the input page, which follows this sheet.)

Name:	John Doe		
Address (Street, City, State, Zip):	PO Box 0000, Town, AK ZIP		
Email Address:	doe_john@hotmail.com		
Home Phone No.:	(AC)-000-0000	SSN:	xxx-xx-2222
Years attended school in Alaska:	12 years	In Anchorage:	12 years
Names(s) of Parents(s)/Guardians:	Joe and Jane Doe		
Occupation of Father:	Businessman		
Employer:	Self		
Occupation of Mother:	Housewife		
Employer:	Self		
Parent(s) active or retired military?	Retired	Branch of Service:	Air Force
Number of brothers and sisters currently attending college/career school:	Two		
Number of younger brothers and sisters attending college/career school:	None		
School Choices: (Should match schools listed on the budget sheet.)			
College USA, Washington	Small Town College, Wyoming		
University of USA, Georgia	School of Teaching, Minnesota		
Local University, Alaska	University of Big City, New York		
Proposed majors/areas of study in school:	Biology and World Languages		
Career Goals:	I would like to be a biologist in a foreign country where French or Spanish is the primary language spoken.		
Cumulative GPA:	0.000	Class Rank:	000/000
Student Signature			Date
Parent/Guardian signature			Date

STUDENT INFORMATION SHEET

Name:			
Address (Street, City, State, Zip):			
Email Address:			
Home Phone No.:		SSN:	
Years attended school in Alaska:		In Anchorage:	
Names(s) of Parents(s)/Guardians:			
Occupation of Father:			
Employer:			
Occupation of Mother:			
Employer:			
Parent(s) active or retired military?		Branch of Service:	
Number of brothers and sisters currently attending college/career school:			
Number of younger brothers and sisters:			
School Choices: (Should match schools listed on the budget sheet.)			
Proposed majors/areas of study in school:			
Career Goals:			
Cumulative GPA:		Class Rank:	
<p>I certify that all of the information included in this packet is factual and true. Any information that has been falsified or misrepresented may result in the withdrawal of recommendation and forfeiture of scholarships or awards.</p>			
Student Signature			Date
Parent/Guardian signature			Date

CURRENT CLASSES

Fall Semester Courses

Spring Semester Courses

Test Scores		
SAT	Score(s)	Date(s) Taken
Critical Reading		
Math		
Writing		
Essay		
Composite		
ACT	Score(s)	Date(s) Taken
English		
Math		
Reading		
Science		
Composite		

This sheet is followed by official test score reports.

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SCHOOL ACTIVITIES

(Sample Sheet)

An input page follows this sheet.

Listed below are high school activities in which I have participated for the entire season or year. I have included any clubs or teams to which I have belonged.

Use the TAB key to move between cells. Download a second page if you need one.

Click in the first box under Student Activities to begin.

Students Activities	Leadership Positions/ Accomplishments	Grade
Football Team	Junior Varsity (JV) Team member. Played Defensive End and Tackle positions. JV Captain	9, 10, 11
International Club	President Attended meetings, participated in fundraising activities, hosted a foreign exchange student for one weekend.	12

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SCHOOL ACTIVITIES

Listed below are high school activities in which I have participated for the entire season or year. I have included any clubs or teams to which I have belonged.

Students Activities	Leadership Positions/ Accomplishments	Grade

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COMMUNITY ACTIVITIES

(Sample Sheet)

An input sheet follows this page.

Listed below are the community activities in which I have participated.

Positions of leadership have been noted.

Use the TAB key to move between cells. Download a second page if you need one.

Click in the first box under Community Activities to begin.

Community Activities	Type of Involvement	Hours Volunteered	Grade
Walk for Hope	Walked 25 miles, raised \$250 for Hope Cottage	One time only, 10.5 hrs	9
Senior Citizen Center	Assisted senior citizens with their needs; played music for them on the piano	2 hours/week	11

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COMMUNITY ACTIVITIES

Listed below are the community activities in which I have participated.
Positions of leadership have been noted.

Community Activities	Type of Involvement	Hours Volunteered	Grade

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WORK EXPERIENCE

(Sample Sheet)

An input page follows this sheet.

Listed below are the work activities in which I have participated. Positions of leadership have been noted.

Use the TAB key to move between cells. Download second page if you need one.

Click in the first box under Work Activities to begin.

Work Activities	Type of Involvement	Hours Worked	Grade
Landscaping and Lawn Work	Worked for 5- 10 families	20-40 hrs/week for 20 weeks	9, 10, 11
McDonald's	Served customers, cooked, cleaned and trained new employees	15-25 hrs/week for 6 months	11, 12

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WORK EXPERIENCE

Listed below are the work activities in which I have participated. Positions of leadership are noted.

Work Activities	Type of Involvement	Hours Worked	Grade

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RECOGNITION AND AWARDS

(Sample Sheet)

An input page follows this sheet.

Listed below are special awards and prizes I have been awarded

Use the TAB key to move between cells. Download a second page if you need one.
Click in the first box under Commendation to begin.

Commendation	Group or Activity	Grade
Student of the Month	Selected by students and staff	12
Academic Letter	Awarded for two consecutive semesters-3.5 grades	11
Employee of the Month	McDonald's	11

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RECOGNITION AND AWARDS

Listed below are special awards and prizes I have been awarded

Commendation	Group or Activity	Grade

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BUDGET (One Year)

(Sample Sheet)

An input page follows this sheet.

Under each school use DOWN ARROW to move between cells, starting with Tuition & Fees.

	<u>School Name & State</u>	<u>School Name & State</u>	<u>School Name & State</u>
<u>Attendance Cost</u>	College USA, Washington	University of USA, Georgia	Local University, Alaska
Tuition & Fees	<input type="checkbox"/> \$16,124.00	\$15,000.00	\$985.00
Room/Rent	<input type="checkbox"/> \$6,726.00	\$4,400.00	N/A
Board/Food	Included w/ Room	\$3,000.00	N/A
Book & Supplies	<input type="checkbox"/> \$900.00	\$850.00	\$800.00
Transportation	<input type="checkbox"/> \$2,253.00	\$2,750.00	\$900.00
Miscellaneous	<input type="checkbox"/> \$1,000.00	\$1,245.00	\$1,000.00
<i>Total Attendance</i>	<input type="checkbox"/> 27,003.00	\$27,245.00	\$3,685.00
<u>Resources</u>			
Summer Savings	<input type="checkbox"/> \$3,000.00	\$3,000.00	\$3,000.00
Other Savings (e.g. PFD)	<input type="checkbox"/> \$5,000.00	\$5,000.00	\$5,000.00
Parents	<input type="checkbox"/> \$2,500.00	\$2,500.00	\$2,500.00
<i>Total Resources</i>	<input type="checkbox"/> \$10,500.00	\$10,500.00	\$10,500.00
<u>Student Need</u> (Use totals from above)			
<i>Total Cost of Attendance (COA)</i>	<input type="checkbox"/> \$27,003.00	\$27,245.00	\$3,685.00
<i>Minus Total Resources</i>	<input type="checkbox"/> \$10,500.00	\$10,500.00	\$10,500.00
<i>Equals Student Need</i>	<input type="checkbox"/> \$16,503.00	\$16,745.00	- \$6,815.00

Double-check your math on your input page, which follows.

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BUDGET (One Year)

	<u>School Name & State</u>	<u>School Name & State</u>	<u>School Name & State</u>
<u>Attendance Cost</u>			
Tuition & Fees			
Room/Rent			
Board/Food			
Book & Supplies			
Transportation			
Miscellaneous			
<i>Total Attendance</i>			
<u>Resources</u>			
Summer Savings			
Other Savings (e.g. PFD)			
Parents			
<i>Total Resources</i>			
<u>Student Need</u> (Use totals from above)			
<i>Total Cost Attendance (COA)</i>			
<i>- Total Resources</i>			
<i>= Student Need</i>			

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Hidden College Costs

Do not include this sheet in your portfolio

Use this to figure the estimated cost for the miscellaneous item on your "Budget" sheet.

Transportation & Airfare Costs

- Travel costs to and from college, spring break, holiday breaks, winter & spring break
- Automobile expenses during the school year: gas, insurance, maintenance, etc

College Living

- Room furnishings and decorations
- Food purchased to eat in the room
- Textbooks, reading books, periodicals
- Notebook paper and other supplies
- Computer, discs, software programs, paper, repair, etc

Personal Living

- Toiletries: haircuts, perms, etc.
- Gifts
- Contributions
- Clothes: new clothes, mending and alterations, laundry and dry cleaning
- Accessories

Health

- Medicine and medical services
- Insurance premiums

Entertainment & Recreation

- Concerts, lectures, theatre, movies, etc.
- Dances
- Entertaining guests
- Sports events
- Stereo, CDs, DVDs
- Cable bill
- Netflix
- Eating out

Communication

- Cell Phone
- Telephone (calling cards)
- Stamps & stationery
- Internet account or e-mail

- This is only an example of expenses over and above "tuition, room, and board".
- A good rule of thumb is to add all the "extra expenses" and add another 25% to that number.
- This allows for anything extra and the cost of things inevitably going up.
- Your final amount will probably be a lot closer to what you actually spend each school year.

Request For Letter of Recommendation
Do not include this sheet in your Student Portfolio.

Student Name: _____ **Phone:** _____

Instructions to the Student: To better evaluate you, fill out this form with your information to assist the person from whom you are requesting a recommendation letter. *You may attach additional information to this form, such as a cover letter.*

ASD Student Portfolio College Scholarship Other (circle one)

Student needs letter by: _____

Upon completion please: Return to student Mail in enclosed envelope (circle one)

Instructions to Writer of Letter of Recommendation:

The best letters of recommendation bring a student to life by sharing specific examples or stories, instead of just summarizing the resume. This form is only to spark ideas about the student.

Academics: GPA: _____ Class Rank: _____ / _____ SAT Composite: _____ ACT Composite: _____

Intended College Major(s): _____

Long Range Career Plans: _____

∞ *Special interests, hobbies, or talents:*

∞ *What do you consider your strengths as a person and as a student?*

∞ *Please share any other information that would be helpful, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.*

∞ *Advanced Coursework (honors, college prep, AP courses):*

<u>Year</u>	<u>Course</u>	<u>Year</u>	<u>Course</u>

∞ *Academic awards or honors and when you received them:*

<u>Year</u>	<u>Recognition</u>

∞ *Community Service: List your in-school and out-of-school community service and total hours of service:*

<u>Year</u>	<u>Description of Service</u>

∞ *Extracurricular: List your in-school and out-of-school activities and years of participation:*

<u>Year</u>	<u>Description of Activity</u>

∞ *Work experience:*

<u>Year</u>	<u>Description of Experience</u>