**STUDENT PORTFOLIO GUIDELINES**

Student portfolios should include:

1. Cover sheet – identifies the student
2. Table of contents – listing of entries
3. Letter of Introduction – introduces the student
4. Application – practical exercise that displays "real-world skills"
5. Résumé – student qualifications
6. Academic skills – an entry from areas showcasing growth in content and real-world skills, with a reflection sheet for every item
7. Transcript – provides the official record of a student's coursework and testing
8. Letters of recommendation – show how others view a student
9. Special interests and awards – special interests and awards achieved in or outside of school; a vital part of a student's total package