

South Carolina High School Credential

Student Career Portfolio Example



The purpose of this document is to provide guidance to practitioners who are assisting students in building a Career Portfolio and related Multimedia Presentation as part of the requirements of the SC High School Credential.

The following ***Essential Portfolio Submission*** Items should be considered as an example of best practice and for guidance purposes when developing Student Career Portfolios at the district level. Each year of the Portfolio Essentials is organized as a stand-alone list. So, for instance, a student entering the Credential Program in 10th grade should that year reference the 10th Grade Essentials, and not begin with the 9th Grade Essentials. The next year, the student would reference the 11th grade list. So, by the end of the 12th grade, the portfolio should contain materials listed under the 12th Grade Portfolio Essentials only. Many Submission Items for the 10th-12th grade years will be updates – and replace previous year Submission Items.

It is anticipated that local school districts will design, develop and implement portfolios that meet and are in line with the unique needs of the local community. Portfolios must include a student multimedia presentation and may be electronic and/or static documents. Examples of both electronic and static Career Portfolios will be provided as a resource for local districts. These can be accessed by visiting The Credential website at www.theSCCredential.org.

9th Grade Portfolio Essentials				
Submission Items	Name of Documents	Date	Teacher Initials	Student Initials
Introduction Letter from Student				
Personal Information Sheet				
Individualized Education Program (IEP)				
Individualized Graduation Plan (IGP)				
9th Grade Transcripts				
9th Grade Attendance Report				
SC High School Credential Course of Study Checklist				
Formal Transition Assessment (≥ 1)				
<ul style="list-style-type: none"> • SKEEMA-SC 				
<ul style="list-style-type: none"> • Transition Planning Inventory (TPI) or Enderle-Severson Transition Rating Scale (ESTR) 				
Informal Transition Assessment (≥ 1)				
<ul style="list-style-type: none"> • Career Interests Survey/Needs 				
<ul style="list-style-type: none"> • Learning Styles Assessment 				
<ul style="list-style-type: none"> • Self-Determination Assessment 				
<ul style="list-style-type: none"> • Study Skills Self-Assessment 				
<ul style="list-style-type: none"> • Assistive Technology Questionnaire 				
Work Experience Log				
References from Teachers/Volunteer Organization Leaders				
9th Grade Curriculum Work Samples				

10th Grade Portfolio Essentials				
Submission Items	Name of Documents	Date	Teacher Initials	Student Initials
Introduction letter from student with summary of 9th grade accomplishments				
Updated Personal Information Sheet				
Updated Individualized Education Program (IEP)				
Updated Individualized Graduation Plan (IGP)				
10th Grade Attendance Report				
10th Grade Transcripts				
SC High School Course of Study Checklist				
Formal Transition Assessment (≥ 1)				
• SKEEMA - SC				
• Transition Planning Inventory (TPI) or Enderle-Severson Transition Rating Scale (ESTR)				
Informal Transition Assessment (≥ 1)				
• Updated Career Interests Survey/Needs				
• Post-School Outcomes Questionnaire				
• Updated Self-Determination Assessment				
• Updated Assistive Technology Questionnaire/Review				
Work Experience Log				
Agency Contact Logs				
Resume and Reference List				
10th Grade Curriculum Work Samples				

11th Grade Portfolio Essentials				
Submission Items	Name of Documents	Date	Teacher Initials	Student Initials
Introduction Letter from student with summary of 10th grade accomplishments				
Updated Personal Information Sheet				
Updated Individualized Education Program (IEP)				
Updated Individualized Graduation Plan (IGP)				
Individualized Plan for Employment (IPE)				
Evidence of a Student-Led IEP				
11th Grade Attendance Report				
11th Grade Transcripts				
SC High School Credential Course of Study Checklist				
Formal Transition Assessment (<u>≥</u> 1)				
• SKEEMA - SC				
• Transition Planning Inventory (TPI) or Enderle-Severson Transition Rating Scale (ESTR)				
Informal Transition Assessment (<u>≥</u> 1)				
• Employment Needs Survey				
• Updated Post-School Outcomes Questionnaire				
• Updated Self-Determination Assessment				
• Updated Independent Living Skills Assessment				
• Updated Assistive Technology Questionnaire/Review				
• Work Styles Inventory				
Work Experience Log				
Multimedia Presentation draft (for senior year)				
Agency Contact Logs				
Formal Application for all adult services				
Completed Job Application and Cover Letter (sample)				
Updated Resume & Reference List				
3 Letters of Recommendation				
Pocket Resume				
11th Grade Curriculum Work Samples				

12th Grade Portfolio Essentials				
Submission Items	Name of Documents	Date	Teacher Initials	Student Initials
Introduction Letter from Student with summary of 11th grade accomplishments				
Updated Personal Information Sheet				
Updated Individualized Education Program (IEP)				
Updated Individualized Graduation Plan (IGP)				
Individualized Plan for Employment (IPE)				
Evidence of a Student-Led IEP				
12th Grade Attendance Report				
12th Grade Transcripts				
SC High School Course of Study Checklist				
Completion & Exit Notices, if applicable				
Formal Transition Assessment (<u>≥</u> 1)				
• SKEEMA - SC				
• Transition Planning Inventory (TPI) or Enderle-Severson Transition Rating Scale (ESTR)				
Informal Transition Assessment (<u>≥</u> 1)				
• Work Styles Inventory				
• Updated Post-School Outcomes Questionnaire				
• Updated Self-Determination Assessment				
• Independent Living Skills Assessment				
• Updated Assistive Technology Questionnaire/Review				
Work Experience Log				
Summary of Performance				
Multimedia Presentation				
Completed Job Application and Cover Letter (sample)				
Updated Agency Contact Logs				
Resume and Letters of Reference				
3 Letters of Recommendation (updated, as needed)				
12th Grade Curriculum Work Samples				
Updated Pocket Resume				