**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](http://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)** |  |  |  |  |
| * SKEEMA-SC |  |  |  |  |
| * Transition Planning Inventory (TPI) or Enderle-Severson Transition Rating Scale (ESTR) |  |  |  |  |
| **Informal Transition Assessment (>1)** |  |  |  |  |
| * Career Interests Survey/Needs |  |  |  |  |
| * Learning Styles Assessment |  |  |  |  |
| * Self-Determination Assessment |  |  |  |  |
| * Study Skills Self-Assessment |  |  |  |  |
| * 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 (>1)** |  |  |  |  |
| * SKEEMA - SC |  |  |  |  |
| * Transition Planning Inventory (TPI) or Enderle-Severson Transition Rating Scale (ESTR) |  |  |  |  |
| **Informal Transition Assessment (>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 (>1)** |  |  |  |  |
| * SKEEMA - SC |  |  |  |  |
| * Transition Planning Inventory (TPI) or Enderle-Severson Transition Rating Scale (ESTR) |  |  |  |  |
| **Informal Transition Assessment (>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** |  |  |  |  |