

Portfolio Checklist

The following items must be included in the portfolio:

✓	Item Name
	Cover Letter - Typed and formatted properly
	Application - Typed
	Resume - Typed
	Letter of Recommendation - Typed
	Thank You Letter - Typed
Must include two (2) additional items from the following:	
	Post Graduate Plan - Typed
	Certificate(s) - Example student of the month
	Sample Work - Examples: Edgenuity Essays, powerpoints, and projects
	Personal Statement - Use the Personal Insight Questionnaire to help write it. -Typed
	Additional Letter of Recommendation - Typed and signed by person.

More information on Madera Adult School's website: [HSD Portfolio page](#)

To add a blank copies to your Google drive:

Click "FILE" then "Make a Copy" or click on this symbol to add a copy to your drive.



To share your work with your teacher:

Click the "Share" button in the top right-hand corner, then under "People" put in your teacher's email address before clicking "Send." Your teachers will be able to see your assignment and suggest edits to your work.

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