

Victory High School

Graduation Portfolio Checklist

The graduation portfolio is a five credit graduation requirement for all students attending the Rocklin Alternative Education Center. Our hope is that by completing these sections below, you will come to a better understanding of what path in life you will take. Each assignment listed below is to help you determine your education and professional path as well as give you the tools to be successful after you graduate from our program.

Assignments

- ☐ **Create a Grad Portfolio Folder in Google Drive using the following convention (GradPortfolio.first name initial.last name - Example: “GradPortfolio.p.star”) and Share it with your PRIDE period teacher ***
- ☐ **Resume* ([Outline](#) / [Examples](#) / [Templates](#))**
- ☐ **Letter of Introduction * ([Outline](#))**
- ☐ **Standard Application for Employment * (Please use the link embedded on the Grad Portfolio section of the website)**
- ☐ **Response to Interview Questions * ([Questions](#))**
- ☐ **Mock Interview ***
Conducted during Career Fair or schedule with classroom teacher or Mr. Hutton
- ☐ **ASVAB Scores: eCopy saved into Grad Portfolio Folder ***
- ☐ **Choose two careers you are interested in and complete one Career Research Worksheet per career choice ([Career Research Worksheet](#))**
 - ☐ Career Choice 1: _____
 - ☐ Career Choice 2: _____Bureau of Labor Statistics website (bls.gov) is an excellent resource to support your research
- ☐ **Reflective Worksheet for one of the two career choices: _____**
([Career Choice Reflection Worksheet](#))
- ☐ **Budget Planning**
 - ☐ [Careerzone](#)
 - ☐ Copy and paste results to a Google Doc and put in your Grad Portfolio folder
- ☐ **Assist A Grad Essay ([Rubric](#) / [Exemplars](#))**

*** Juniors need to complete the first seven check marks by the end of the school year.**

