**Student Portfolio Guidelines**

Student portfolios should include:

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