**Four-year E-Portfolio Checklist**

**Freshmen E-Portfolio Requirements**

**Academic/Achievement Artifacts**

* One artifact with reflection form

**Career**

* Résumé (Freshmen Success)
* 4-year High School Plan (Freshmen Success)
* Post-Secondary Planning Worksheet (Freshmen Success)

**Personal**

* Mission Statement (Freshmen Success)
* Yearly SMART goal (Freshmen Success)
* Post-Secondary SMART goal (Freshmen Success)

**Service Learning**

* Service Learning completed during Freshmen Success (7.5 hours total) documented by service learning reflection form

**Sophomore E-Portfolio Requirements** *(includes freshman documents)*

**Academic/Achievement Artifacts**

* Four artifacts with reflection forms

**Career** *(update the following items if needed)*

* Résumé
* 4-year High School Plan
* Post-Secondary Planning Worksheet

**Personal** *(update the following items)*

* Mission Statement
* Two Yearly SMART goal
* Post-Secondary SMART goal

**Service Learning**

* Service Learning documented by service learning reflection form (15 hours completed at the end of student’s sophomore year)

**Junior E-Portfolio Requirements** *(includes freshman/sophomore documents)*

**Academic/Achievement Artifacts**

* Six artifacts with reflection forms

**Career** *(update the following items if needed)*

* Résumé
* 4-year High School Plan
* Post-Secondary Planning Worksheet

**Personal** *(update the following items)*

* Mission Statement
* Three Yearly SMART goal
* Post-Secondary SMART goal

**Service Learning**

* Service Learning documented by service learning reflection form (22hours completed at the end of student’s junior year)

**Senior E-Portfolio Requirements** *(includes freshman/sophomore/junior documents)*

**Academic/Achievement Artifacts**

* Minimum of nine artifacts with reflection forms
* Final Reflection Paper (completed in American Citizenship)

**Career** *(update the following items if needed)*

* Résumé
* 4-year High School Plan
* Post-Secondary Planning Worksheet

**Personal** *(update the following items)*

* Mission Statement
* Four Yearly SMART goal
* Post-Secondary SMART goal

**Service Learning**

* 30 hours of service learning documented by service learning reflection forms