**Senior Portfolio Requirements**

Each Senior, graduating from MCH, must have a Senior Portfolio Packet. This packet must include the following:

1. Resume

2. Personal Statement

3. Three (3) letters of recommendation. One MUST be from a counselor, and one MUST be from a teacher. The other letter may be written by a member of your church, work, or organization to which you are a member, etc. These can NOT be from personal friends and family.

4. Copy of transcripts and plan of study

5. At least three college applications (one MUST be from a community college). These MUST be filled out entirely (typed) and submitted to the college. Please upload the email to your portfolio site.

6. At least three professional and or character references (they can be from the same persons who wrote your recommendations)

7. One career goal and the steps needed to attain this goal. This would include any college or training needed, how much college/training, classes needed, and the process under which you would attain your goal. (Just copy this from the internet and upload it to your site)

8. ACT/SAT test results or registration info (even if you are not planning on college now, still take the test. You never know what you will want to do in 2 or 3 years)

9. At least TWO scholarship applications, filled out completely (typed), and with essays…if needed

10. Cover Letter for Resume

11. Obtain a State of Michigan Identification card (driver’s license or state ID). Make a COPY and black out any numbers. You will need to go to Secretary of State Office to do this!! You will need a real ID to apply for jobs, pick up your diploma, cash a check, etc. DO NOT wait until the last minute! You will not get one on the spot. It will be mailed to you and it takes a while!! You may also show me in class but watch me put your grade into the gradebook!!

12. Apply for FAFSA PIN-Fill out the student information section and file it in your folder (I’ll explain this) Parents must also have an FSA ID and Password. You need your social security number for this! Ask your parent NOW for that information. If the card is missing, you need to get a new one!! MEMORIZE the number!

13. Apply for FAFSA (We will begin this in class in October)

This packet must be placed on your portfolio site. EACH section of this portfolio is worth 100 points (for a total of 1300 points).

Mr. Douglas is a wonderful resource for getting these things accomplished! Utilize his services!!