



## St. Tammany Parish Public School System Student of the Year Portfolio Checklist

The Student portfolio and one single-sided photocopy of the portfolio (not in a binder) are due by Wednesday, January 3, 2018 at 3:00 p.m. to the C. J. Schoen Administrative Complex (321 N. Theard St., Covington).

### 1. General Requirements

- \_\_\_ Binder is no larger than 11.5" X 11"
- \_\_\_ Cover includes picture of student, student's name and school name
- \_\_\_ 25 pages or less (one page is front and back and may be placed in plastic sleeves – in binder)
- \_\_\_ Application Form completed and signed by student and parent/guardian
- \_\_\_ Page numbers in lower right hand corner of each page
- \_\_\_ Font is at least 12 point
- \_\_\_ One black and white paper clipped photocopy of the portfolio (not in a binder) provided

### 2. Biographical Sketch

- \_\_\_ Written in biographical narrative form with originality and interest/appeal
- \_\_\_ Includes information such as family history, interests, career aspirations, etc.
- \_\_\_ Addresses three or more issues that are important to the student and that have had an influence on their lives
- \_\_\_ Proofread for correctness of capitalization, punctuation, spelling and usage grammar, clarity and continuity of thought, use of words, and correctness of sentence structure

### 3. Academic Achievement

Grade 5 Candidates:

- \_\_\_ Grades 3, 4 and 5 report cards or transcript print out from the Student Progress Center (include grade 5 1<sup>st</sup> and 2<sup>nd</sup> nine weeks final grades)
- \_\_\_ All prior statewide assessment scores (include test report printed from the Student Progress Center)

Grade 8 Candidates:

- \_\_\_ Grades 6, 7 and 8 report cards or transcript print out from the Student Progress Center (include grade 8 1<sup>st</sup> and 2<sup>nd</sup> nine weeks final grades)
- \_\_\_ All prior statewide assessment scores (include-test report printed from the Student Progress Center)

Grade 12 Candidates:

- \_\_\_ Grades 9, 10, 11 and 12 transcripts (include grade 12 final 1<sup>st</sup> semester grades)
- \_\_\_ EOC, ACT, PSAT, SAT, AP, Jumpstart Certifications, Dual Enrollment Coursework, TOPS/ TOPS Tech eligibility status or other test results

#### **4. Leadership, Activities, Recognitions, Service/Citizenship**

The forms provided online must be used. Lines may be added to the tables if needed. Please make sure to include involvement at school and in the community and awards or recognition received from the school, district, state or national organizations as well as from community organizations.

- \_\_\_\_ Completed Leadership Form (Optional for 5<sup>th</sup> grade): List elected or appointed leadership positions held in the school and community in which the student was/is directly responsible for directing or motivating others (e.g. elected student body, class, or club officer, committee chairperson, team captain, etc.).
- \_\_\_\_ Completed Activities/Service/Citizenship Form: List all activities in which the student has participated that demonstrates a contribution to the school or community (ex. Boy or Girl Scouts, volunteer groups, library or clerical volunteer without credit, peer model or leader in a substance abuse prevention program, clubs, teams, musical groups, etc.)
- \_\_\_\_ Completed Recognitions and Awards Form: List any honors, recognition received, high school pathways accomplishments and Jump Start certifications

#### **5. Supporting Documents**

Supporting documents that show off the student's accomplishments, involvement and personality are highly encouraged. Documents may be shrunk down so that more than one item will fit on a page. Please be sure to include labels or captions to explain pictures.

Types of supporting documents will be different for each student and not all items listed below are required. Documents may include but are not limited to the following types of items:

- \_\_\_\_ Copies of awards and/or certificates
- \_\_\_\_ Newspaper clippings
- \_\_\_\_ Programs and/or pictures from plays, recitals, etc.
- \_\_\_\_ Pictures (family pictures, community service and club activities, sports and arts participation, etc.)
- \_\_\_\_ Letters of recommendation
- \_\_\_\_ Other support documents

**If you have questions, please contact Director of Communications Meredith Mendez at 898-3244 or by email at [meredith.mendez@stpsb.org](mailto:meredith.mendez@stpsb.org).**