



College & Career Ready (CCR) Cord Requirements

In order to successfully complete the **College and Career Ready Student Portfolio Cord**, students must complete both *Core* and *Supplemental* requirements in four areas: **Leadership, Academic, Career Readiness** and **College Readiness**.

Students can download a [tracking sheet](#) for the College and Career Ready Cord to keep track of the portfolio requirements.

Requirements and documents necessary for each component of the **Bingham High School College and Career Ready Cord** are detailed below.

Leadership

Core – *Complete both of the following:*

- Leader/member in an organization, team or club sponsored by Bingham High School– Student must join and be an active member of their program. Advisor will certify membership with a signature on the Student Portfolio Tracking Sheet and student will include this signed **Certificate of Membership/Participation** in their student portfolio.
- Service Learning Project Participation – Student must participate in a minimum of one service learning project (4 hrs) during the current school year. Teacher will verify service learning project completion with a signature on the Student Portfolio Tracking Sheet and student will include this completed **Service Learning Project Documentation** form in their student portfolio. Giving back to the community can boost scholarship resumes. If you are looking for local volunteer opportunities, Utah Volunteer Center Association and YouthLinc have opportunities waiting for you!

Supplemental – *Complete one of the following:*

- Religious service project – Student will obtain a signature on the Student Portfolio Tracking Sheet from their advisor and include the completed **Community Involvement/Service** form in their portfolio.

- Scout Service Project – Student will obtain a signature on the Student Portfolio Tracking Sheet from the Scout Leader and includes the **Community involvement/service** form in their portfolio.
- Youth Council (city) - Student will obtain a signature on the Student Portfolio Tracking Sheet from their advisor and include the completed **Community Involvement/Service** form in their portfolio.
- Care Center - Student will obtain a signature on the Student Portfolio Tracking Sheet from the Care Center Coordinator and include the completed **Community Involvement/Service** form in their portfolio.
- Hospital - Student will obtain a signature on the Student Portfolio Tracking Sheet from the volunteer coordinator and include the completed **Community Involvement/Service** form in their portfolio.
- Other – Students will obtain permission from their counselor on any other service based activity that is not mentioned above; before the project is carried out.

Academics

Core – Complete the following:

- Earn a GPA of 3.0 at Bingham High School – Student must earn a minimum of a 3.0 GPA through the end of the third quarter of your senior year. Student must provide a copy of the report card or a skyward printout that shows completion of the third Quarter course work at the time of their portfolio submission.

Supplemental – Complete one of the following.

- Complete 3 courses in the following areas: AP, concurrent enrollment or honors courses.
- Presentation/Skills demonstration – Student will conduct a formal classroom presentation as defined and certified by their classroom teacher on their Student Portfolio Tracking Sheet. A copy of the presentation must be included in the student portfolio.
- Writing sample/Student Reflection – Student will complete a student reflection writing assignment and include it in the student portfolio as assigned and certified by teacher/counselor on the Student Portfolio Tracking sheet or a student may complete this **Writing Reflection Activity** for inclusion in the student portfolio.

Career Readiness

Core-Complete all of the following:

- Cover Letter – Student will include a completed cover letter in their student portfolio.
- Resume – Student will include a completed resume in their student portfolio.

- References – Student will include a personal reference list for use in employment pursuit in the student portfolio.
- Professional Dress – Student will participate in a minimum of two “Professional Dress” days of your choosing. Certification of professional dress participation will be indicated by a Counselor or staff member in the counseling center on the Student Portfolio Tracking Sheet and inclusion of **Certificate of Professional Dress**.

Supplemental – Complete two of the following:

- Maintain Employment —Student will maintain employment for a minimum of three consecutive months as verified by the employer on this **Employment Verification/work experience** document which will be included in the student portfolio.
- Internship – Student will successfully complete the Internship Course offered at Bingham High School. This allows students to explore career options and gain work place experience. Students will participate in seminars, observe and interact with professionals. Students will participate in partnerships between businesses and school. Student will certify their completion by obtaining the instructors’ signature on the Student Portfolio Tracking Sheet. Student must also include the **Internship Reflection**. Paper in their student portfolio.
- Punctuality at School – tardy no more than 4 days per year – Student will include a printout of attendance records from skyward in the student portfolio. Print the attendance report after the end of third quarter this will verify your punctuality.
- Career Pathway Completion – Students must earn 2.0 credits from the coursework in one of the **CTE Pathways**, submit a **Pathway Completer Application** and be awarded a Pathway Completer Certificate. The student must include the Pathway Completer Certificate in their student portfolio.

College Readiness

Core – Complete two of the following:

- College Report – Compare/contrast 3 colleges – Students must select three colleges/universities they are interested in and do a comparison using the following criteria: **College Report**. The student must include the college report in their student portfolio.
- Formal College Campus Visit & 1 virtual tour– Student must schedule and attend a formal campus visit at the college of their choice. The student will also experience one virtual tour of a college and write a brief description of their experience. Various campus

visit opportunities are available and can usually be explored by visiting an institution's website. Students will use the **College Visit Document** to gather information during their visit and virtual tour and include the report in the student portfolio.

- Attend College Day – Student will attend three sessions during college day at Bingham High School and complete the **College Day worksheet**. The student must include the College Day worksheet in the student portfolio.

Supplemental – Complete three of the following

- Letter of Recommendation – Student will obtain at least one letter of recommendation for use on scholarship and/or college admissions applications. Student will use the “**College & Scholarship Recommendation Form**” available for download. A copy of the letter of recommendation will be included in the student portfolio.
- College Essay/Writing Sample - Student will write and include a college admissions essay in their student portfolio. The College Board website has essay writing tips and sample essays.
- Financial Aid Seminar Attendance - Student must attend a Financial Aid Night that is sponsored by the Utah Council and **UHEAA**. Resource literature from the presentation must be included in the portfolio. Financial Aid Presentations, including dates and locations are posted on the UHEAA website.
- Two Scholarship Applications – Student must complete two scholarship applications and include a copy of the applications in the student portfolio.
- FAFSA Application – Student must complete a **FAFSA** application. Certification of a **FAFSA** submission to the federal government would be the inclusion of the Student Aid Report (SAR) in the student portfolio. The SAR is generally delivered via email 72 hours after submission of an electronic **FAFSA**. For more information and guidance on FAFSA submission, students should attend a Financial Aid Night sponsored by the Utah Council and UHEAA
- High School Transcript – Student must include a copy of their high school transcript in their student portfolio. This transcript may be an unofficial one and obtained from the counseling center.
- ACT/SAT Completion – Student must include a copy of their ACT or SAT results in their portfolio.

- PLAN Test Completion – Student must include a copy of their PLAN test results in their portfolio.
- PSAT Completion – Student must take the PSAT/NMSQT examination in the fall of their junior year. A copy of the test results must be included in the student portfolio for certification. Bingham High school administers the PSAT/NMSQT each October.
- ASVAB Completion – Student must take the **ASVAB** (Armed Services Vocational Aptitude Battery) exam. The ASVAB is given each fall at Bingham High School, usually in late November or early December. A copy of the test results must be printed for certification and inclusion in the student portfolio.