



Student Portfolio Assembly Instructions

1. Make sure that you have completed all of the portfolio requirements (both “Core” and “Supplemental”) in each of the four portfolio components (Leadership, Academic Achievements, Career Readiness, and College Readiness).
2. The BHS College & Career Readiness Tracking Sheet should be the first item that should be inserted into the portfolio. It must contain a signature from the counselor who was responsible for verifying that each of the components of the portfolio was completed. Parents cannot use their signature as verification. Students should also be sure to fill in their information at the bottom of the tracking sheet and include their personal signature.
3. Your portfolio should contain four dividers, one for each of the four components of the portfolio. You must organize the documentation that is required for each of the portfolio requirements behind the divider of its respective component. The documentation that is required for each of the items completed is clearly described on the BHS College & Career Ready Portfolio online.
4. Electronic portfolios may be submitted. However, they must be organized in the same fashion as a traditional portfolio and must contain the same required documentation outlined on the portfolio website. The paper tracking sheet must still be submitted.
5. The portfolio should be contained in a three-ring binder. Since the portfolio contains valuable documents that may be devalued with a three-ring punch, you may want to consider using three-ring sheet protectors for valuable documents like certificates and awards.
6. Portfolios can be submitted to the Bingham high School Counseling Center.