

**Part Two:**

 **Take Home Conference Presentation**

**Completing your portfolio is the first step in a two step process. After you have completed your portfolio you will want to present it at home to your parent or guardian.**

**Conference Presentation Steps:**

1. **Determine a time you and your parent/guardian can meet for approximately 10+ minutes.**
2. **Use the following Conference Script to share your portfolio with your parent/guardian.**
3. **After conferencing, have your parent/guardian use the attached evaluation form to evaluate your portfolio.**
4. **Finally, bring your completed portfolio and parent/guardian evaluation sheets to your Advisor at your submission conference.**

**Auburn Riverside Culminating Portfolio Conference Outline**

**Purpose:** One of the graduation requirements for the state of Washington and for the Auburn School District is to complete and present a culminating portfolio. By completing the portfolio you have accomplished the first task and it is now time to present the portfolio in a parent/guardian conference. The ARHS culminating portfolio was designed to be a “visual resume” of you. The conference will allow you to bring your “visual resume” to life, much like in an interview process. Using the portfolio only as a reference, the conference should be 10 or more minutes in length and should expand upon the individual portfolio chapters: **Personal Profile, Post Secondary Plans, History of Learning, and Service**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Script (Use this as an outline… respond to some or all of the following prompts and add your own personal touch):

Introduction

* Explain the purpose of this presentation (Ex: “For my presentation today I will be sharing who I have become, where I am going, and…)

Body of Presentation

**1) Chapter One: Personal Profile**

* As a graduating senior, I (use any or all of the following ideas):
	+ have become …
	+ am interested in or pursuing…
	+ want to share one or two meaningful events, people, or activities that are special because…
	+ overcame obstacles like…and have grown to become…

 **2) Chapter Two: Post Secondary Plans**

* My plans for after graduation :
	+ are…..(college, military, trade school, work, etc.)
	+ were determined by….
	+ include what I am most looking forward to a year or more from now which is…

 **3) Chapter Three: History of Learning**

* Throughout my high school education, I:
	+ “wish I had known …” or “if I could do it all over again I would…..”
	+ appreciate…(people, events, classes or even projects that impacted you)
	+ am most proud of …..(achievements, clubs, or organizations that made a difference in your life)

 **4) Service**

* My Raven Service :
	+ Was…
	+ I chose because…
	+ made me think differently because…

Conclusion

* Thank those who joined you today, and maybe thank them for being a part of the greater picture of your life.
* Ask if they have any questions about your presentation or your portfolio.

FREQUENTLY Asked Questions

**Who do i conference/present to?**

Your parent or guardian (For a very few seniors this may not be an option, if this is you, see your advisor or Mrs. Wilson )

**How long should my presentation be?**

 Your Conference presentation should be approximately 10+ minutes in length, you may go slightly longer, but do not plan to go less.

**Should I practice?**

 It would be wise to review the Conference outline, use it to create your own outline, and then practice it to get comfortable with it. Check your time, your Conference should be 10+ minutes.

**What if I don’t conference with my parent/guardian??**

 As you already know, the portfolio AND its conference/presentation are GRADUATION REQUIREMENTS. Please plan to conference so that graduation and commencement ceremonies remain in your future.



Parent/Guardian Portfolio Conference Evaluation – To be completed by Parent then submitted by student to advisor at scheduled conference

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_

Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Chapter One Parent Evaluation** |
|  |  |
| SELF REFLECTION PAPER(to be completed Senior year) |  | **EXPECTATIONS MET** | **EXPECTATIONS****NOT MET****(Comment Required)** |
| **Focused on 9th – 12th:*** Personal Growth
* Achievements
* Values
* Talents
 |  | **🞎** | **🞎** |
| **Personal Voice:*** Written in first person, “I” voice
 |  | **🞎** | **🞎** |
| **General Readability*** Holistically sound and endeavors to meet criteria in detail, style, format, organization, and conventions. Generally easy to read.
 |  | **🞎** | **🞎** |

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| **Chapter Two Parent Evaluation** |
|  |  |
| POST SEC. PAPER and DOCUMENTS(to be completed Senior year) |  | **EXPECTATIONS MET** | **EXPECTATIONS****NOT MET****(Comment Required)** |
| **Paper Format:*** 1 Page Maximum
 |  | **🞎** | **🞎** |
| **Paper focused on:*** Post-secondary plan including career plans
* Post secondary training expectations
 |  | **🞎** | **🞎** |
| **General Readability*** Holistically sound in detail, style, format, organization, and conventions. Generally easy to read.
 |  | **🞎** | **🞎** |
| **Transition Documents: (See Chosen Transition Area List)*** All necessary documents must be completed.
 |  | **🞎** | **🞎** |

**Chosen Transition Area**

**Each  must be completed for a chosen area**

|  |  |
| --- | --- |
| **4-Year College, University, or Military Academy** | **2-Year Community College or Technical College or Career School** |
| * + Biographical Form (Senior Bio)
 | * + Biographical Form (Senior Bio)
 |
| * + Personal Resume
 | * + Personal Resume
 |
| * + Two Letters of Recommendation (2)

\*Formal letter of Request may be substituted for 1 letter of Rec. | * Two Letters of Recommendation (2)

\*Formal letter of Request may be substituted for 1 letter of Rec. |
| * + Essays for College or Scholarship Applications
 | * + Essays for College or Scholarship Applications
 |
| * + College Application completed, Letter of Acceptance OR evidence of online enrollment process
 | * College Application completed, Letter of Acceptance, evidence of current enrollment (Running Start students) OR evidence of online enrollment process
 |
| **Military Enlistment** | **Apprenticeship** |
| * Biographical Form (Senior Bio)
 | * Biographical Form (Senior Bio)
 |
| * Personal Resume
 | * Personal Resume
 |
| * + Two Letters of Recommendation (2)

\*Formal letter of Request may be substituted for 1 letter of Rec. | * Two Letters of Recommendation (2)

\*Formal letter of Request may be substituted for 1 letter of Rec. |
| * Documents for Enlistment
 | * Employment Application
 |
| * ASVAB test results
 | * Cover Letter or letter of intent
 |
| * Letter of Acceptance
 | * *Specific* Apprenticeship Application
 |
|  | * Copy of Driver’s License
 |
| * Entrance tests (as required)
 |
| * Letter of Acceptance (optional)
 |
| **Directly to Work** |
| * Biographical Form (Senior Bio)
 |
| * Personal Resume
 |
| * Two Letters of Recommendation (2)
	+ - \*Formal letter of Request may be substituted for 1 letter of Rec.
 |
| * Employment Application or current proof of employment
 |
| * Cover Letter for employment position
 |

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| **Chapter Three Parent Evaluation** |
|  |  |
| GRAD REQUIREMENTS(to be completed Senior year) |  | **EXPECTATIONS MET** | **EXPECTATIONS****NOT MET****(Comment Required)** |
| **Transcript*** Senior Year, 1st Semester
 |  | **🞎** | **🞎** |
|  **State Test or Equivalent (optional):*** Letter of completion or document showing you have passed (also found on transcript
 |  | **🞎** | **N/A** |
| **Tests/Honors (optional)*** ASVAB, SAT, ACT, AP etc.
* Honors/awards
 |  | **🞎** | **N/A** |

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| **Chapter Four Parent Evaluation** |
|  |  |
| RAVEN SERVICE FORM & REFLECTION(to be completed anytime 9th – 12th) |  | **EXPECTATIONS MET** | **EXPECTATIONS****NOT MET****(Comment Required)** |
| **Raven Service Form:*** 10 Hours documented
* Signature(s) from Site Supervisor(s)
 |  | **🞎** | **🞎** |
| **Raven Service Reflection:*** Questionnaire completed (or paper)
 |  | **🞎** | **🞎** |
| **General Readability*** Holistically sound in detail, style, format, organization, and conventions. Generally easy to read.
 |  | **🞎** | **🞎** |

By checking the box below I agree that my son or daughter has completed all activities for their Culminating Portfolio to the best of their ability and has met the expected criteria. I also understand that the Advisor may expect further modifications in order for the portfolio to be accepted as complete.

* **Complete! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent**

By checking the box below I understand that to my knowledge this advisee has completed all necessary activities of their Culminating Portfolio to the best of their ability.

* **Complete! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor**

Submit this parent/guardian conference evaluation with your completed portfolio to your advisor at your submission conference.