



**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, December 16, 2020**, 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 12"
- 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:

- All previous years report cards or transcript print out from the Student Progress Center (include grade 5 1st nine weeks final grades).
- All prior statewide assessment scores/ non-public school annual assessments or the test report printed from the Student Progress Center (there will be no scores for the 2019-2020 school year due to COVID-19).

Grade 8 Candidates:

- All previous years report cards or transcript print out from the Student Progress Center (include grade 8 1st nine weeks final grades)
- All prior statewide assessment scores/ non-public school annual assessments taken or the test report printed from the Student Progress Center (there will be no scores for the 2019-2020 school year due to COVID-19).

Grade 12 Candidates:

- _____ All previous years report cards and grades 9, 10, 11, and 12 transcripts
- _____ AP, CLEP, ACT, PSAT, SAT, WorkKeys scores, High School Jump Start Certifications, TOPS-aligned Dual Enrollment coursework, TOPS/TOPS Tech eligibility status, work-based experience documentation from employer, Associates Degree coursework/status, and/or other pertinent academic test results.

4. Leadership, Activities, Recognitions, Service/Citizenship

The forms provided 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 and from community organizations. Please complete the lists in chronological order, beginning with the most recent. Judges are aware of limited opportunities due to COVID-19 and will take any virtual activities and awards into consideration. All forms must be included, even if they are left blank.

- _____ Completed Leadership Form: 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 Forms: List all activities inside and outside of school in which the student has participated that demonstrates a contribution to the school or community (e.g., Boy or Girl Scouts, work-based leadership internship or experience, volunteer groups, school organizations, library or clerical volunteer without credit, church involvement, peer model or leader in clubs, teams, musical groups, etc.)
- _____ Completed Recognitions and Awards Forms: List any school, academic, or community honors and recognition received. 12th graders should include high school pathways accomplishments, work-based learning experiences/honors and recognitions and awards.

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.)
- _____ Screenshots of video meetings or other virtual involvement in groups or activities
- _____ Letters of recommendation
- _____ Other support documents

If you have questions, please contact:

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