

## **Personal Portfolio and Filing System**

Adapted from P.R.O. Filer materials

**Why:** A personal portfolio and filing system:

- Helps students to learn important organizational skills.
- Provides a record of school and community learning & transition experiences.
- Provides a format for students to showcase their accomplishments.

In addition, a personal portfolio:

- Supports empowerment and self-advocacy on the part of young adults.
- Gives students a tangible, concrete product to use in planning for and achieving their future goals.
- Provides a structure for organizing information that, once begun, can be used throughout their lifetime.
- Provides a way to ensure that they can share their achievements and accomplishments with others.

A personal filing system also provides a valuable resource for educators and other professionals as they help students to plan for their futures and provides the raw data for completing the Summary of Performance.

### **WHAT MIGHT BE INCLUDED IN THE PORTFOLIO**

#### **1. ACCOMPLISHMENTS**

- Sports achievement and recognition (school and community-based)
- School and community clubs (positions held, examples of work)
- Education (reports, papers, projects)
- Fine Arts (music, drawings, performances)
- Other (anything the student is especially proud of!)

#### **2. EDUCATION**

- Education records (transcripts or report cards)
- Assessments and test scores (MCA, ACUPLACER, EXPLORE, PSATS).
- Applications to post-secondary schools
- Individual Education Plan and Evaluation Report
- Summary of Performance document

#### **3. RECORD OF PARTICIPATION IN TRANSITIONAL ACTIVITIES**

- Summary reports/notes from Mentoring Day, College for a Day, Interview Day, etc.
- Special Events attended (Camps to Careers, Art Camp, etc.)
- Volunteer service (school, community, and other)
- Transition class syllabi
- Seminars or presentations attended

#### **4. CAREER EXPLORATION MATERIAL**

- Interest inventories
- Expanding Circle interviews
- ASVAB
- Career aptitude assessments

#### **5. EMPLOYMENT**

- Work history and employment dates
- Performance reports from involvement in school-related work programs
- Job application data
- Sample resume
- References and letters of recommendation

**6. SUPPORT SERVICES**

- Legal resources and services
- Employment agency support information (supported employment, vocational services)
- Work Force Center contacts and services
- Vocational Rehabilitation contact and plans
- College Disability Coordinator contact information
- Police, fire, and emergency contacts.
- Social services information.
- Homeless and temporary shelter resources.

**7. RECREATION AND LEISURE**

- Health club information.
- Community education.
- Library information.
- Parks and community centers.
- Adaptive recreation information.
- Community organizations and clubs.

**8. RESIDENCE**

- Independent living options and services (apartments, agencies).
- Rental information (lease agreements, brochures).
- Warranties and repair information.
- Receipts for purchases.
- Subsidized housing information.

**9. TRANSPORTATION**

- Public transportation (bus schedules, taxi numbers).
- Car records (payments, insurance, tabs).
- Safety information.
- Carpooling and ride share.
- Mobility training information.

**10. OTHER - BE CREATIVE!**

- Miscellaneous paperwork and items.
- Thank you cards and letters.
- Add categories that meet your students' needs

**11. JOURNALING**

- The Portfolio would make an excellent location for students to keep their journaling materials.

## **GETTING STARTED**

The following checklist is intended as a guideline ONLY. Feel free to add, delete, and customize this list to match a plan for developing personal portfolios for each student.

### **Gather Materials**

Over the years, the Cooperative has provided teachers with literally hundreds of P.R.O. Filer systems. Search your shelves. There may well still be some around! Or contact us. We can provide ordering information. Students may also design and create their own category dividers.

### **Understand the portfolio and its sections**

Go through the portfolio sections and understand each section and its content so that it can be explained to students. Develop a handout or guideline sheet for each section of the personal portfolio explaining its purpose, content, and providing some examples.

### **Be consistent**

Decide upon a place and time for helping students begin developing their portfolios. Both should allow consistent and ongoing support to students.

### **Ask students to provide a portfolio case**

If you do not have the resources to provide them, ask student to provide an expandable file or three-ring binder in which the portfolio dividers and content can be stored.

### **Provide security**

Determine a secured site in which portfolios will be store when not being utilized.

### **Date all material**

Consider having students date all materials they want to keep in their portfolio. Pencil can be used for dating purposes to avoid having to use correction fluid or multiple stickers. Each section of the portfolio will continue to grow as students progress through experiences and mapping out their future plans.

## **STEP-BY-STEP INSTRUCTIONS WITH STUDENTS**

### **Introduce the concept of a portfolio to students**

Encourage students to think about the positive outcomes of having an organized system to keep track of their important papers, essential documents, and best accomplishments. Provide examples.

### **Review each section**

Go through the system in a general way, highlighting the sections that will be worked on. Have students suggest additional content for each section as well as possible additional sections

### **Choose one or two sections on which to begin**

Choose only a few sections at a time. Begin with those related to your curriculum and class assignments. The overall goal and project for the class is to develop a complete personal portfolio and filing system and to then share this with other members of the class. Tie this project to students' Post Secondary Measureable Goals. Class interaction and discussion can revolve around building their portfolios.

### **Help students learn to update and maintain their portfolios**

Part of learning to develop and use a personal portfolio and filing system is learning how to keep it updated and current so that it is always useful throughout our lives. Teach students about the value of cleaning out their portfolio case on a regular basis. Teach students how to determine what type of information should be stored where so that they learn how to file and locate critical information.