Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Portfolio Checklist**

Fill out this form and staple it to the top of your portfolio

Do not use plastic covers

*Incomplete portfolios are not passing*

Top of Form

✔ Put a check mark next to each item below to indicate that you have checked to be sure it is included as described.

Bottom of Form

\_\_\_\_\_\_\_\_ Reflective essay

Clean, revised final copy only (no drafts or outlines)

\_\_\_\_\_\_\_\_ Out-of class essay

Clean, revised final copy only (no drafts or outlines)

\_\_\_\_\_\_\_\_ In-class essay

Original, not revised, grade sheet and outline removed.

*Have a great holiday!*