

# Master File Sheet

ALL OF THE FOLLOWING ITEMS ARE REQUIRED. THESE DATES INDICATE COMPLETION TIMES.

Required Component	Date of Completion	Required Component	Date of Completion
Personality Responsibility Statement		Student Career Plan (started freshman year)	
Resume with cover letter based on Purdue Online Writing Lab		Portfolio, including 2 narratives, completed and ready to present	
Demonstrate achievement of the Coe-Brown designated reading level of 1050 Lexile		Presentation to advisor of 10+ point outline (OWL format) of items in presentation	
Forty hours of non-school time community service hours between 6/20/14 and 3/7/18		Practice session scheduled and attended with advisor	May 2018
Review of 4 year course of study		All seniors: exit questionnaire and exit interview	May 2018

## OPTIONAL COMPONENTS:

Each senior must complete any twelve of the following in order to meet the basic passing standard for the portfolio. Students who complete fifteen or more optional components, and meet all of their deadlines, may qualify for "Pass with Honors" if their exit interview committee feels that they have made outstanding presentations. Seniors completing eighteen or more of the optional components, and who meet all of their deadlines, may earn the distinctions of "Pass with Honors" or "Pass with High Honors" depending on the quality of their final presentations. A senior who misses a single deadline prior to December 31 may still qualify for "Pass with Honors".

\* Active participation requires an involvement of 25 or more hours per year.

\*\* All CBNA portfolio community service activities require the completion of a pre-approval form.

Completed (X)	Number	Optional Component	Date
	1	Written proof of voter registration	
	2	Completion of school provided job application and/or an application for an event of special interest such as a special training program or college application, including a cover letter	
	3	Completion of U.S. Citizenship and Immigration Services Employment Eligibility Verification Form I-9 with photocopies of supporting identification documents (all personal ID numbers removed)	

# Master File Sheet (cont.)

Completed (X)	Number	Optional Component	Date
	4	Completion of twenty additional hours of community service on a project or in service to an organization that the student was involved with during the required community service component **	
	5	Completion of an additional twenty hours of community service in an area <u>not</u> related to the activities or organization used in the required component or in the option listed above **	
	6	Verification from the portfolio advisor certifying that the senior actively used the Student Agenda book (opening of school to April 11, 2018)	
	7	Present for review the student's fully functional and undamaged school issued netbook (week of April 11, 2018)	
	8	Class dues paid in full for all four years by December 6, 2017	
	9	Documentation of having donated blood	
	10	Documentation to counselor that all competencies in all classes are met and/or up to date as of the end of the third marking term as shown on grade report	
	11	Verification of completed ASVAB Test & interpretation session	
	12	Verification of completed PSAT as a sophomore or junior	
	13	Verification of completed ACT, Acu-Place, HESI A2 or NLN	
	14	Verification of completed SAT Subject Test	
	15	All ones and twos in effort and conduct each of the first three marking terms during senior year	
	16	Perfect Attendance to school during senior year up to April 11, 2018	

# Master File Sheet (cont.)

Completed (X)	Number	Optional Component	Date
	17	Perfect Attendance to school all four years up to April 11, 2018	
	18	Demonstrate Achievement of the Coe-Brown designated reading level of 1350 Lexile or higher	
	19	Proficient or higher on one of three sections (English, Math or Science) of the NECAP test	
	20	Documentation of three or more college visits with a parent/adult or an interview session with a military recruiter including both the student and a parent/guardian.	
	21	Completion of an additional twenty hours of service to the Academy as a student aide **	
	22	Four year review of school and community clubs, teams, organizations and activities	
	23	Statement of community advisor attesting to student's active participation with an out-of-school organization (during senior year or for two years) *	
	24	Statement of a community advisor attesting to student's active participation with an organization during all four years of high school. * This may not be the same group as in Optional Components #22 or 24.	
	25	Statement of community coach attesting to student's participation with an out-of-school sports team or sports instruction program (during senior year or for two years) *	
	26	Statement of a community coach attesting to student's active participation with a sports team or sports instruction program during all four years of high school* This may not be the same team/sport/organization as in Optional Components # 23 or 24.	

# Master File Sheet (cont.)

Completed (X)	Number	Optional Component	Date
	27	Statement of school advisor attesting to student's participation with an in-school organization or student government (during senior year or for two years) *	
	28	Statement of a school advisor attesting to student's active participation with an in-school organization or student government during all four years of high school. * This may not be the same organization, team etc. as in Optional Components #26 or 29.	
	29	Statement of school coach attesting to student's active participation with an in-school sports team (during senior year or for two years) *	
	30	Statement of a school coach attesting to student's active participation with a sports team or sports instruction program during all four years of high school.* This may not be the same organization/ team/sport as in Optional Components #27 or 28.	
	31	Written synopsis of a school district, town or government committee meeting attended for the complete session or minimum of two hours (Attending a court or trial in session as an observer is also acceptable.)	
	32	Verification of attendance at a Coe-Brown, in-house, or high school level cultural event (to be pre-approved during senior year by the advisor). A written summary of the event is required.	
	33	Verification of attendance at a cultural event by a beyond high school level group (to be pre-approved during senior year by the advisor). A written summary of the event is required.	
	34	Verification of successful completion of a class or workshop (minimum of five hours) outside of the school curriculum during grades 9 – 12: The Academy's SAT Prep program may be used to meet this component. (To be pre-approved by the student's assigned counselor or senior advisor)	

# Master File Sheet (cont.)

Completed (X)	Number	Optional Component	Date
	35	A letter of recommendation from a current or previous employer	
	36	Completion of a 4 hour, non-school time, job shadow (to be pre-approved by either the team leader or advisor); includes a written summary	
	37	Completion of a <u>second</u> 4 hour, non-school time, job shadow (to be pre-approved by either the team leader or advisor); includes a written summary. (Not to be of the same person, job position or organization/company as in Optional Component # 36)	
	38	Completion of an in-depth interview with a professional in a career of interest – to include transcript of major interview points, discussion topics provided by guidance department and student reaction-summary of the event (requires pre-approval of student’s assigned counselor) (May not be of a person, job position or organization/company used in Optional Components # 36 or 37)	
	39	During the senior year, take part in a statewide (or higher level) academically related contest or event that required pre-qualification or audition. This must require the student’s active participation in a contest, presentation or performance at an away from CBNA program site as part of the event.	

# Senior Checkpoint Guidelines

Deadline	Due Date	Date Met
Senior Seminar with Headmaster	Sep., 2017	September
Initial planning meeting with advisor	Sep. 6, 2017	
Present the advisor with a project proposal and preliminary plan for approval (1+ page formal essay) for advisor approval	Sep. 27, 2017	
First narrative submitted to advisor	Nov. 1, 2017	
First presentation of project and portfolio to advisor, the completion of any four components, and the first draft of PowerPoint portfolio to advisor	Dec. 6, 2017	
Completion of a preliminary meeting with Guidance Counselor to discuss the "Student Career Plan"	Dec. 6, 2017	
Subject area for senior project lock-in date (Only minor changes in project subject area are allowed after this date)	Jan. 3, 2018	
At least twenty hours of community service completed and documented	Jan. 3, 2018	
Completion of twelve or more components, second draft of PowerPoint portfolio to advisor, and a meeting with advisor to finalize project plan	Jan. 24, 2018	
Completion of community service component and third draft of electronic portfolio to advisor	Mar. 7, 2018	
Completion of all components and all projects unless special permission has been given by the Headmaster or Assistant Headmaster	April 11, 2018	
One copy of the entire PowerPoint portfolio submitted to the advisor for review and the scheduling of a <u>required</u> rehearsal presentation (If this is not done, then the student will not be scheduled for an exit interview)	April 13, 2018	
Finalized PowerPoint portfolio and folder of original documents submitted to advisor - Advisor to post PowerPoint to TeacherShare	April 18, 2018	
Exit Interview – to be scheduled during early May	May 2018	May 2018