



2025-2026 Students of the Year Portfolio Checklist

Items are to be placed in an electronic portfolio include the following:

- ☐ All student information should be completed on page 1, including signatures.
- ☐ Include a photo of the student somewhere in the portfolio.
- ☐ Include a photocopy of the student's academic record and/or transcripts from previous years and current report card is included. If records are not available, please indicate the reason why they are unavailable.
 - Grade 5- include grades 3-4 academic records and current report card
 - Grade 8- include grades 6-7 academic records and current report card
 - Grade 12- include all high school coursework transcript and the current report card
- ☐ Include scores on all statewide or non-public annual assessments for years prior to current year for ELA, Math, Science and Social Studies. (If not available, have the school system indicate why).
 - Grade 5-include assessments from grades 3-4
 - Grade 8-include assessments from grades 6-7
 - Grade 12-EOC scores, AP scores, ACT score, PSAT score, SAT Score, 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 or other pertinent test results
- ☐ A list of all leadership positions the student has held at either school, church or the community is needed. This is delineated on the form. Add/delete lines to the table as needed.
- ☐ Include a list, from the most recent to the oldest, of all clubs and other service opportunities or organizations the student has participated in at school, church or the community. This is delineated on the form. Add/delete lines to the table as needed.
- ☐ Include a list, from the most recent to the oldest, of all honors, awards or recognitions the student has received either at school, church or the community from the most recent to the oldest. This is delineated on the form. Add/delete lines to the table as needed.
- ☐ Include a biographical sketch reflecting information about their family history, interests and career aspirations. The student should also include at least three issues that are important to them and that have had an influence on their lives.
- ☐ Optional: letters of recommendation, certificates, photos (featuring honoree only), and/or other memorabilia.

REMEMBER THE 50 PAGE LIMIT for electronic submissions including covers if used.

Note- It is recommended that the pertinent academic records and scoring information should be highlighted to assist with selection committees when completing their reviews.