**AACT Senior Portfolio** **Minimum Requirements **

1. Résumé- Typed with 6 extra copies (Print Extra Copies after résumé is checked by Advisor)
2. Table of Contents- Each section and their major elements should be represented
3. **Academics** 
   1. AACT Overview- Using official language-including school contact information
   2. List of Academic Courses and credits earned- this can include your transcript, but you must type a neat and organized list of all academic courses completed.
   3. at LEAST two samples of your BEST academic work

If Possible:  
d. Advanced or Honors Diploma  
e. List of Honors and AP Academic courses  
f. College/TMCC Transcript  
g. Letter of Recommendation (Academic)  
h. Awards, Accommodations, Honor Society, or Honor Roll  
i. College or Scholarship acceptance letter  
j. SAT Scores (if above 1800)

1. **CTE** 
   1. Academy Overview
   2. List of CTE courses and credits earned (Articulated College Credit)
   3. At Least 3 Samples or Artifacts from your BEST Academy Work (Can Be Capstone Artifacts)
   4. Any certifications, awards, or CTSO information
2. **Capstone** 
   1. Project Overview
   2. Statement of How Project Meets Requirements (Details Later)
   3. 5 Artifacts
   4. Official Information about Community Partner INCLUDING CONTACT INFORMATION
   5. Personal Reflection (Details Later)
   6. Letter of recommendation (if possible)
3. **Service**
   1. Description of all service hours completed Sophomore and Junior year
   2. At least 3 separate entities WITH CONTACT INFORMATION
   3. Letter of recommendation (if possible)
4. **Individual Portfolio** -This is a section for you to include something other than the above information.
   1. College class, athletics, extracurricular activities, etc.
5. **References**- At LEAST three references with name, title, company, phone, email, address
6. **Completed standard application information sheet** (I will give you this later)