

What is your High School Transition Portfolio?

Your Transition Portfolio is:

- A product that you will take with you when you graduate
- Typically kept in a 1" binder
- Organized using a table of contents as a checklist
- A collection of your work that showcases your skills, accomplishments, and growth across time
- A place to keep resources for you to refer to in the future (agency brochures, contact info)
- Comparable to and accepted as a graduation project for many school districts
- Monitored by your casemanager but...taught to you so YOU can take ownership of it!

Helpful Hints:

- Review your entire portfolio at the beginning and end of each school year.
- Update your portfolio throughout the school year. A good time to add work to your portfolio is at the end of each marking period. Don't wait until the end of the school year to look for examples of your work.
- Instead of throwing away graded assignments, awards, or other achievements, consider adding them to your portfolio instead.
- Make a note in your portfolio where you saved digital copies of things like your resume.
- Update your resume regularly, especially after having in-school job, volunteer, and work program experiences.
- Keep track of your usernames and passwords for your online accounts (for example, online job applications, the CareerLink website, or the CareerCruising website)
- Organize any hard-copies of resources given to you (such as brochures, pamphlets, applications).