

JATC College & Career Ready Portfolio



Assembly Instructions

1. Make sure that you have completed all of the portfolio requirements (both “Core” and “Supplemental”) in each of the four portfolio components (Leadership, Program Competency, Career Readiness, and College Readiness).
2. The JATC College & Career Readiness Tracking Sheet should be the first item that should be inserted into the portfolio cover. It must contain a signature from your program instructor or the person who was responsible for verifying that each of the components of the portfolio was completed. Parents cannot use their signature as verification. Students should also be sure to fill in their information at the bottom of the tracking sheet and include their personal signature. The Principal will sign the tracking sheet after the portfolio has been submitted and it has been verified that the requirements of the portfolio have been met.
3. Your portfolio cover contains four dividers, one for each of the four components of the portfolio. You must organize the documentation that is required for each of the portfolio requirements behind the divider of its respective component. The documentation that is required for each of the items completed is clearly described on the JATC College & Career Ready Portfolio online tool at <http://bit.ly/JATCportfolio>. *Items that contain a signature without the required documentation will constitute an incomplete portfolio and a medallion will not be awarded.*
4. Electronic portfolios may be submitted. However, they must be organized in the same fashion as a traditional portfolio and must contain the same required documentation outlined on the portfolio website. The paper tracking sheet must still be submitted. The URL (web address) of the electronic portfolio should be indicated on the tracking sheet.
5. The portfolio cover is a three-ring binder. Since the portfolio contains valuable documents that may be devalued with a three-ring punch, you may want to consider using three-ring sheet protectors (not required) for valuable documents like certificates and awards.
6. If you are using a “Wild Card” substitution in the portfolio, be sure to follow the instructions at the bottom of the portfolio web page and include the required documentation.
7. Portfolios can be submitted to the JATC main office or to your program instructor. **All portfolios are due on May 9, 2018 by 2:00 P.M.**
8. The privilege to wear the JATC College & Career Ready Portfolio medallion at graduation remains the decision of the Principal at your local school. Please check with your CTE coordinator for more information.