

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. Portfolios can be submitted to the JATC main office or to your program instructor. ***All portfolios are due on May 8, 2020 by 2:00 P.M.***
3. The JATC College & Career Readiness Tracking Sheet should be the first item that should be inserted into the portfolio cover. Parents cannot use their signature as verification. Students should also be sure to fill in their information at the top of the tracking sheet and include their personal signature. The portfolio evaluator 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.
4. 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 www.jordantech.org.
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. 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.
8. Medallions and portfolios will be presented at the closing assembly during the last week of school. Medallions and portfolios will not be given out in advance of the closing assembly. Students who miss the assembly may collect their medallion from the JATC after the closing assemblies have been completed during regular office hours in the front office.