1. Portfolios are due May 8, 2020 by midnight.

2. During the COVID-19 school closure, digital portfolios are preferred. Digital submission instructions are included below.

3. Please organize all portfolio documents, and the tracking sheet in a google drive folder through your Jordan District student google account. The folder should be titled “Portfolio 2020 - Student Name - Program” and consist of the tracking sheet, and 4 sub-folders (one for each category of the portfolio). An example is shown below. Portfolio submissions that are not organized, will not be graded.

4. Make sure that you have completed all of the portfolio requirements (both “Core” and “supplemental”) in each of the 4 portfolio components (Leadership, Program Competency, Career Readiness, and College Readiness). The tracking sheet is fillable and should be completed by marking all information including checking the boxes of the items that are in your portfolio.

5. To submit the digital portfolio, share your master portfolio folder, named as listed above, with your JATC teacher and your JATC counselor. The JATC counselor contacts are listed below.
   JATC North Counselor: alena.johnson@jordandistrict.org
   JATC South Counselor: chad.wilkes@jordandistrict.org
6. If you are using a “Wild Card” substitution in the portfolio, indicate it by including the completed wild card document in the folder that is short, and marking the extra item on the tracking sheet in the category it was originally meant for.

7. Once portfolios are graded, students will be notified if it has been accepted and the medallion will be awarded.

8. We will announce at that time how we will present medallions as we may have to adapt depending on social distancing stipulations.