



SHS Graduation Requirement Checklist

Student's Full Name: _____ Student # _____

This is a key step in clearing the way to graduation. The steps to complete this packet are listed below.

THIS MUST BE COMPLETED BEFORE YOU ARE ELIGIBLE TO GRADUATE

1. Register at parchment.com - This is required in order to send you your final transcript.

Counselor Signature: _____

2. Meet with your Counselor - This is to make sure your FOUR YEAR PLAN AND PROFILE is completed. Have your Counselor sign here:

Counselor Signature: _____

3. Career Related Learning Experience (Pink sheet, 2-sided) - On the FRONT, document your 16 hours of job, volunteer experience or observation (i.e., Health Occupations, Engineering, Dental Programs.) The BACK of the pink sheet describes what you may use for these hours. This may be handwritten.

4. Extended Application Evaluation (Yellow sheet, 2-sided) - You will either:
 - a) Type an essay covering the three areas described on the back of the yellow sheet. Write about what you learned re: Rigor, Reflection, and Relevance from your job or volunteer experience you documented earlier.

OR

- b) Make a presentation to either an Administrator or Future Center adult regarding your experience. An Administrator, Future Center adult, employer, or volunteer leader may evaluate your essay or presentation on the front side of the yellow sheet.

Packet Completed: _____
Student Signature _____ Date _____

Signed off by your government teacher, Future Center adult, or Administrator: _____



Career Related Learning Experience Tracking Sheet

Student's Full Name: _____ Student # _____

Counselor: _____ Class of _____

In order to meet the Career Related Learning Experience (CRLE) graduation requirement, you must participate in 16 validated hours or two validated opportunities where you are connecting classroom learning with experiences outside the classroom. These can be work-based, community-based, field-based, school-based or technology-based. (See reverse for more detailed descriptions.)

Use this chart to record and validate the CRLEs you have participated in.

Date Completed	Brief Description of Activity	Time Spent	Supervisor/Teacher/Mentor Signature

CRLEs: Students participate in activities connecting classroom learning with experiences outside of the classroom relevant to their interests and post-high school goals (CIS). These include the following:

Work-Based Experiences: Experiences in private and public sectors, such as job shadows, internships, paid and unpaid work, clinical practicums, and mentorships. Also includes informational interviews related to guest speakers and job-site tours.

Community-Based Experiences: Volunteer experiences through community-service projects, community organizations such as 4-H or scouting, or faith-based service activities.

Field-Based Investigations: Experiences in courses or outside the classroom that involve fieldwork and substantive contact with adults in business, industry, education, or community institutions that have expertise in an area of study in order to pursue solutions to real-world problems or issues.

Observation: Formal industry program completed through School-to-Career (i.e., Health Occupations, Engineering, Dental).

School-Based Learning: Experiences through student-managed business enterprises, projects or other activities on campus, such as project-based learning coursework, collection of coursework assignments or projects on a related topic, school-based enterprises, school newspaper or yearbook, student leadership activities, and workplace simulations.

Technology-Based Learning: Experiences using a variety of technology communication and research tools to connect with adult mentors or experts in career-related fields for individual guidance, assistance with in-class or out-of-class projects, etc.



Extended Application Evaluation

Student Name: _____

Student #: _____

Overall Rating Scale: 0 - 3

0 = Insufficient Evidence 1 = Below Standard
2 = Meets Standard 3 = Above Standard

RIGOR (Applies and extends academic and specialized knowledge and skills to new situations)

Applies academic and specialized knowledge and skills appropriate to the student's personal, academic, and/or career interests and post-high school goals and plans.	Overall Rating:
Applies academic and specialized knowledge and skills in complex or non-routine situations where there is some individual responsibility and autonomy.	
Comments:	

REFLECTION (Reflects on learning and connections to post-high school goals)

Reflects on personal relevance of the project or experiences (e.g., new learning, ideas, results, or conclusions; connection to post-high school goals.	Overall Rating:
Reflects on rigor of the project or experiences (e.g., the application of academic and specialized knowledge and skills)	
Comments:	

RELEVANCE (Demonstrates evidence of personal relevance)

Demonstrates a connection to post-high school goals and plans as they have developed or evolved.	Overall Rating:
Shows evidence of new learning, ideas, results, or conclusions appropriate to the student's personal, academic, and/or career interests and post-high school goals.	
Comments:	

Rater's Name: _____ Rater's Signature: _____

Company Name: _____ Date: _____

EXTENDED APPLICATION REFLECTION REQUIREMENTS

1. Rigor: Description of Project or Experiences

Describe in detail your experiences or project. Include why you chose this project or experiences; how it or they relate to your interest(s), post-high school goal(s), career preparation, or Academy coursework or endorsement; with whom you worked or consulted, in what capacity, his/her expertise, and contribution to your project or experiences; what research you conducted or preparations you had to make, what sources of information you used, and what tasks you performed or responsibilities you had. Include any other information you feel is important in describing your project or experiences.

2. Reflection: Personal Reflection on Project or Experiences

Describe what you learned. Include what you hoped to learn, what you discovered about yourself - your likes and dislikes; what you learned about the topic of the project or experiences, what new knowledge and skills you learned or acquired that were not taught in classes, how you applied the knowledge and skills you learned in school in this project or these experiences, how what you're learned in school was helpful to this project or these experiences, what challenges you encountered and how you handled them, how this project or these experiences stretched and challenged you, and to what extent this project or these experiences met your expected outcomes and prepared you for the future. Include any other information you feel is important in reflecting on your project or experiences.

3. Relevance: Reflection on Career Connections

Describe insights you gained into careers related to this project or experiences. Include available career options or pathways, advancement potential, job availability, income, and education and skills requirements. Explain how this project or experiences have influenced your decision to continue (or not) study or a career in this area, how prepared you are to enter the workforce in this area after high school, what advanced training or schooling you need to be better prepared, and what adjustments you need to make in your long-term plans. Include any other information you feel is important in reflecting on connections between your project or experiences and careers or career preparation in this area.

4. Appendix of Relevant Documents or Evidence

Include any documents or evidence you feel is important to include related to your project or experiences.