

Castle HS **SECONDARY ITEMS CHECKLIST** (revised 03.2023)

Make sure all your evidence (documents, pictures, screenshots, etc) are in one Google folder (your Advisory or PTP folder) AND that the folder share permission is listed as Castle High School.....commenter.

N/A	Meets	Doesn't meet	Must meet proficiency in at least SIX categories. Recommendation - complete 7 or 8 categories, just in case one or two do not pass.
			<p>Academy Evidence (evidence of good quality work in your focus area)</p> <ul style="list-style-type: none"> - A project you did in your pathway class or a project that is connected to your pathway content. - Earned a 3 or higher in all categories of the project rubric. - Must include a confirmation email or similar from the teacher regarding grade earned. Confirmation should also state that evidence provided is a project and not an assignment. - Project possibilities: integrated project, work-based learning project, internship, job-shadowing, conference presentation.
			<p>Pathway-focused award or certification.</p> <ul style="list-style-type: none"> - Award/certification is from an event or organization that is outside the school. (i.e. - District or State competition, National certification) - Award/certification is connected to the pathway the student is in. - Copy or image of award/certificate is included. - One paragraph providing some detail of the award/certification. Include what you did to earn the award/certification. - A participation or attendance certificate is not acceptable.
			<p>Interview Evidence:</p> <ul style="list-style-type: none"> - Copy of rating sheet from mock interview, mock audition, or leadership interview. OR Signed letter or email manager/owner of company stating an actual interview occurred. Date of interview included. - One paragraph reflection – Were you prepared? What went well? How could you have improved? Overall impression of experience.
			<p>Standardized Test Scores:</p> <ul style="list-style-type: none"> - SBA, SAT, ACT, or Pre-ACT reading AND math scores, OR ASVAB paragraph comprehension AND mathematics knowledge scores. - If you don't have your actual test scores, but they are on Infinite Campus, you could get an unofficial transcript from the registrar's office to show your scores. - One paragraph reflection – Comment on performance, possible reasons for performance (positive or negative), possible next steps for future standardized tests.

			<p>Interest/skills survey:</p> <ul style="list-style-type: none"> - Career Interest Profiler (RIASEC) OR Career Cluster Finder results. - One paragraph reflection - What were the top two results? Do you agree or disagree? Why? Name a career from your top results you may be interested in.
			<p>Confirmation student applied to a college/military (not necessarily accepted). This should be a letter or email from the college/military confirming that they have received your application. Student's name is on the document. Sometimes only first or last name appears.</p>
			<p>College research evidence</p> <p>Over their high school years, students have completed a variety of college research assignments. One completed assignment of good quality is needed for this category. A list of accepted evidence is given to students.</p> <p>An actual college visit is also accepted.</p> <p>(Actual college visit - Picture of documents from visit and reflection sheet)</p>
			<p>Career research evidence</p> <p>Over their high school years, students have completed a variety of career research assignments. One completed assignment of good quality is needed for this category. A list of accepted evidence is given to students.</p>
			<p>Community Service:</p> <ul style="list-style-type: none"> - Minimum of 10 hours recorded when adding all hours together. - Confirmation from coordinator included. - Each reflection answers all prompts on the Community Service Log. (It is not necessary to use the Community Service Log sheet.) - It is not part of a class lesson or a fundraising event for student's org. - Helping out a family business is NOT community service. - You may use the Community Service Log sheet. OR, you may type your write-up/reflection on a separate doc or directly onto the appropriate slide. Your write-up/reflection MUST respond to all prompts that are on the Community Service Log sheet.
			<p>Guest Speaker</p> <ul style="list-style-type: none"> - Materials and/or handouts from speaker. - Alternative material - Note-taking sheet with teacher's signature - Alternative if no handouts provided - Printout from website of some information speaker stated. Teacher's signature on printout. - Two paragraph minimum reflection – Summarize information that was presented/gathered, state key points that stood out for the student, state how this information is relevant to the student.

		<p>HĀ Reflection sheet</p> <ul style="list-style-type: none"> - One HĀ Reflection sheet. Could be from Advisory class or another class. - Reflection addresses all six components of the HĀ Framework.
		<p>Roadtrip Nation summary sheets.</p> <ul style="list-style-type: none"> - Two completed summary sheets. - Responses are somewhat detailed. - Viewed interview video is at least 4 minutes long. <p>Note: Roadtrip Nation through Naviance is no longer available, so you will need to find two completed summaries from prior years.</p>