

# Preparing a Student Portfolio

## What is a Student Portfolio?

Your student portfolio documents your experiences and highlights your achievements. It's record of your accomplishments from your time at RCS, including your academic achievements, leadership experience, school involvement and community service. Your portfolio should be a reflection of you—therefore only you can decide what is important and applicable.

## Why Do I Need a Student Portfolio?

Your Student Involvement Portfolio reflects your academic and personal experience. It can be an excellent resource as you work towards your future goals and can be used in a variety ways. Your portfolio can function as a concise document of your achievements to help you prepare essays, scholarship forms and college applications. It can also be a great supplement to your resume when applying for career opportunities or internships. In addition, your portfolio can support and demonstrate your achievements when applying for scholarships and awards.

## How Do I Create my Student Portfolio?

Your Student Portfolio can be easily created!

1. Record items that showcase your skills and abilities using the [guide provided](#). You can keep a folder, notebook or word document. This is primarily for your eyes only...use a format that works for you.
2. Keep track of hours, weeks, and time spent. You will be amazed at how fast it adds up!
3. Update your portfolio frequently! Log hours, updates and additions as often as possible.

## When Do I Create my Student Portfolio?

You should begin to compile your portfolio during your **8<sup>th</sup> grade year**, and build from there. Start by creating an organizational system with files, folders or envelopes for each category of your portfolio. After each workshop, conference or project, collect or create something that accurately documents and explains your experience. A short personal reflection of your experience can be a great compliment to your documentation. It is better to have too many pieces of documentation for an event, than too little. When you have an abundance of documentation you can select the best items for your portfolio. Doing a small amount of work along the way now will make life so much easier in the long run, especially in your 11<sup>th</sup> and 12<sup>th</sup> grade years.