**Senior Capstone Project Requirement Sheet**

**9-10th Grade Focus**

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| **Activity** | **Date Completed** | **Verified By** |
| Career Exploration Summary (3 Careers Required) |  |  |
| Evidence of Job Shadow Experience |  |  |
| Evidence of Volunteer Experience |  |  |
| Evidence of Internship or Work Study |  |  |
| Post-Secondary Training/Education Exploration Summary (3) |  |  |

**11-12th Grade Focus**

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| **Activity** | **Date Completed** | | **Verified By** | |
| Job Skill Competencies/ACT Work Keys | |  | |  |
| Cover Letter | |  | |  |
| Current Resume | |  | |  |
| Job Application | |  | |  |
| Interview Rating Sheet | |  | |  |
| Interview Thank You Letter | |  | |  |
| Reference List | |  | |  |
| Letter of Recommendation | |  | |  |
| Documentation needed for Employment   * Driver’s License or State ID * Social Security Card * Birth Certificate * Passport (optional) * Green Card or Work Permit (optional) | |  | |  |

**12th Grade Focus**

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| **Activity** | **Date Completed** | **Verified By** | |
| Post-Secondary Plan |  | |  |
| If attending Training/Educational Program:   * Acceptance Letter * ACT or Compass Results * Transcript * FASFA * Scholarship Essays |  | |  |
| If pursuing Military:   * ASVAB Scores * Recruiter Contact Information * Career Training |  | |  |
| If parent:   * Childcare Arranged * If needed, child care paperwork completed |  | |  |