**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)
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**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
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| If pursuing Military:* ASVAB Scores
* Recruiter Contact Information
* Career Training
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| If parent:* Childcare Arranged
* If needed, child care paperwork completed
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