

## The Portfolio Review Process

### I. Portfolio Monitoring Process

First and foremost, students have the ultimate responsibility for monitoring their own progress towards meeting the requirements for the graduation portfolio.

In addition, NHS has voluntarily developed a monitoring support system. Students' advisors will periodically check the status of their advisees' working portfolios. The advisors will include on each advisee's quarterly report card a comment regarding the current number of proficient entries in their working portfolios. **Starting with the Class of 2013, students must have at least ten (10) proficient portfolio entries (along with at least ten (10) credits) by the end of their sophomore year to be promoted to the next grade level.** Students who have not met minimum requirements at the end of their freshman year (five entries) and junior year (20 entries) may be required to participate in mandatory support programs.

### II. Portfolio Review

Students are encouraged to submit their graduation portfolio for formal review as early as the end of their junior year; however, they must submit their portfolio for review no later than January of their senior year. Students who do not complete their portfolio by January of their senior year put themselves at risk for not graduating with their class in June.

Students' advisors will examine their graduation portfolios to confirm that all requirements have been met. The completed portfolio will be reviewed by members of the faculty, who will provide feedback on the choice of entries and the summative reflection.

Confidentiality regarding the student's graduation portfolio will be maintained.