

PERSONAL INFORMATION CHECKLIST

Place this document in the "Personal Information" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!

- ☐ Income tax return (current year), W-2 information, and records of untaxed income

Notes:

- ☐ Driver's license number

Notes:

- ☐ Birth certificate

Notes:

- ☐ Social Security Number or Alien Registration Number, if not a U.S. citizen

Notes:

- ☐ Immunization record

Notes:

- ☐ Special needs/modifications

Notes:



ACADEMIC INFORMATION CHECKLIST

Place this document in the "Academic Information" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!

- ☐ Complete high school transcript, including course grades, GPA and class rank, advanced courses, and diploma date; include college or university transcripts if you have taken dual credit

Notes:

- ☐ Sample assignments

Notes:

- ☐ Test scores, including TAKS, PSAT/NMSQT, SAT, and ACT

Notes:

- ☐ Academic recognitions

Notes:

- ☐ Examples of improvement

Notes:

- ☐ Teacher or counselor recommendations

Notes:

- ☐ Teacher or counselor recommendations

Notes:

- ☐ Academic camps and summer/college classes attended

Notes:

- ☐ Reflections on the types of classes which were most interesting

Notes:



JOB HISTORY/COMMUNITY SERVICE CHECKLIST

Place this document in the "Job History and Community Service" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!

☐ Resume of work experience

Notes:

☐ Church and/or civic organizations

Notes:

☐ Work recommendations and employee evaluations

Notes:

☐ Special recognition or achievement

Notes:

☐ Community or school sponsored service projects

Notes:

☐ Skills learned and reflections on possible career interests

Notes:

EXTRACURRICULAR ACTIVITIES CHECKLIST

Place this document in the "Extracurricular Activities" section of your College Planning Portfolio to help you keep track of what you have...and what you still need to find!

- ☐ Involvement resume listing membership in clubs and organizations, including leadership roles, committee membership, and comments about accomplishments

Notes:

- ☐ Participation in special interest groups, athletics, band, etc.

Notes:

- ☐ Educational travel

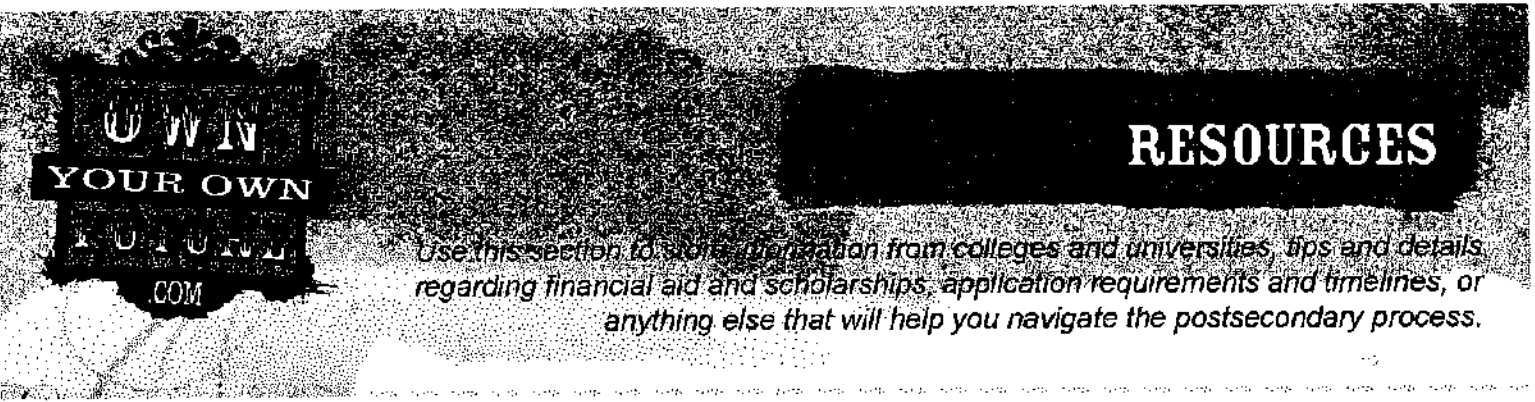
Notes:

- ☐ Student government participation

Notes:

- ☐ Reflections on the experiences gained from these activities

Notes:



RESOURCES

Use this section to write information from colleges and universities, tips and details regarding financial aid and scholarships, application requirements and timelines, or anything else that will help you navigate the postsecondary process.

THERE ARE MANY RESOURCES ON THE WEB, SO FOR MORE INFORMATION, CHECK OUT:

College For All Texans (www.collegeforalltexas.com)

College.gov (www.college.gov)

ApplyTexas (www.applytexas.org)

The Common Application (www.commonapp.org)

Own Your Own Future (www.ownyourownfuture.com)

Guidance counselor's corner on your high school's website

PSAT and SAT testing deadlines (www.collegeboard.org)

PLAN and ACT testing deadlines (www.act.org)

OWN IT!

Note the URL and a short description of your favorite college websites here:

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text suggests that organizations should implement robust systems to track every aspect of their operations, from procurement to sales, to ensure that all data is captured and stored securely.
2. The second part of the document focuses on the role of technology in enhancing operational efficiency. It highlights how digital tools and software can streamline processes, reduce errors, and improve communication across different departments. The author argues that investing in modern technology is not just a luxury but a necessity for any organization looking to stay competitive in today's fast-paced market. Examples of specific technologies mentioned include cloud storage, project management software, and data analytics tools.
3. The third part of the document addresses the challenges of managing a diverse workforce. It discusses the importance of fostering a positive work environment, providing opportunities for professional development, and ensuring fair compensation and benefits. The text also touches on the need for effective communication and collaboration between team members, suggesting that regular meetings and open lines of communication are key to overcoming any potential conflicts or misunderstandings.
4. The fourth part of the document explores the impact of external factors on an organization's performance. It discusses how economic conditions, market trends, and regulatory changes can influence business outcomes. The author advises organizations to stay informed about these external factors and to develop flexible strategies that can adapt to changing circumstances. This includes conducting regular market research and staying up-to-date with relevant legislation.
5. The fifth and final part of the document provides a summary of the key points discussed and offers some concluding thoughts. It reiterates the importance of maintaining accurate records, leveraging technology, managing a diverse workforce, and staying aware of external factors. The author concludes by encouraging organizations to embrace a proactive approach to management, one that anticipates challenges and seeks out opportunities for growth and improvement.