



BOYERTOWN AREA SCHOOL DISTRICT

Boyertown Area Senior High School

“to enable all students to succeed in a changing world”

December 8, 2009

Dear Parents/Guardians,

During an extended homeroom period on Monday, November 16, 2009, all sophomore students had the opportunity to meet with their advisor to discuss progress toward completion of their Career Portfolio. The purpose of this checkpoint was to determine whether or not students have proficiently completed their reflective essay relative to their college visitation experience or alternate activity, which is the first piece of the portfolio.

If you are receiving this letter, your son/daughter has not successfully reached the checkpoint for one of three reasons:

Reason	Solution
You son/daughter did not write an essay.	Write an essay! Students should see their English teacher for support in getting their essay completed to the level of proficiency.
The essay is not uploaded to the Career Cruising website.	Please follow the directions located on the back of this letter to upload your essay.
The essay was uploaded incorrectly.	You need to upload the essay again. Please follow the directions on the back of this letter to be sure it is uploaded correctly.

* If your child's essay was not proficient, they should continue to work with their English teacher to reach the required level of proficiency.

This letter is merely a means of communicating the status of your child relative to the graduation project portfolio requirements to this point. Remember, this is only the first step in a three year cumulative graduation requirement. It is critical that students do not fall behind in their portfolio assignments this early in the process.

Thank you for your continued support. If you have any questions, please do not hesitate to contact me at (610) 473 - 3686 or by email at jtowers@boyertownasd.org.

Sincerely,

James J. Towers
Assistant Principal – Class of 2012

Career Planning Activity

In order to enter and save your reflective essay from the college visit in October, follow these directions.

1. Log into your portfolio
2. Click on Career Preparation in the left column
3. Click on Career Planning Activities
4. Click on arrow in dropdown box of please select
5. Click on "Go on field trip to a college". Please enter this even if you did an alternate activity.
6. Enter college name in the title/organization box. If you did an alternate activity, please enter 1 of the college names.
7. Enter dates: Start- October 2009
 End- October 2009
8. Attach file- click here to attach your reflective essay file
9. Save

