**Portfolio Outline Checklist**

JSC Level I Licensure Portfolio

12/12/12

* Portfolio Title Page
	+ - Level 1 Licensure Portfolio
		- Author Name
		- JSC Program
		- Date
		- Personal Theme
* Contact Page: Name, address, phone, e-mail, and student ID #.
* Opening *Letter to the Reader* introducing the portfolio and your theme.
* Table of Contents: Identify tabs
* List of the Five Standards and Sixteen Principles to be addressed with the Portfolio
* Tab 1 (a) Letter to the Reader Introducing Entry 1
	1. Entry Report
	2. Evidence
* Tab 2 (a) Letter to the Reader Introducing Entry 2
	1. Entry Report
	2. Evidence
* Tab 3 (a) Letter to the Reader Introducing Entry 3
	1. Entry Report
	2. Evidence
* Tab 4 (a) Letter to the Reader Introducing Entry 4
	1. Entry Report
	2. Evidence
* Tab 5 (a) Letter to the Reader Introducing Entry 5
	1. Entry Report
	2. Evidence
* Tab 6: Completed VT DOE Transcript Review Worksheet for your endorsement area.
* Tab 7: Appendixes: Optional materials (items should be referenced in the portfolio)
	+ Letter to the Reader Introducing this Section
	+ Teaching Philosophy (optional)
	+ Sundry materials from student teaching not previously included as evidence.
* Tab 8: The VSBPE Rubric for the Level I Licensure Portfolio from “Chapter 7”