Directions to the Student: Use this form to record and clarify the goals of your portfolio and to identify the strategies and resources you expect to use in pursuing those goals. Keep a copy of this planner handy to track your progress and record notes from conferences with your teacher. When your portfolio is complete, use this form in conjunction with the Portfolio Self-Assessment form to assess how well you did.

Part I: Goals

1. Type of Portfolio:
   _____ Working Portfolio to collect and organize work in progress
   _____ Presentation Portfolio to showcase my best work
   _____ Other ____________________________

2. My specific goal for this portfolio is ____________________________

3. To achieve this goal, I will need to focus on developing the following skills:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. The finished portfolio will show the following things about me:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. The finished portfolio will demonstrate the following strengths and abilities:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

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Portfolio Planner  
Part II: Strategies and Resources

6. I will need to do these assignments and activities to reach my goals:
   
   ____________________________________________
   
   ____________________________________________
   
   ____________________________________________

7. I expect to complete this portfolio by ________________________.

8. Complete the following chart to plan the specific steps in completing your portfolio. As you complete each step, record the date in the last column.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task: Assignment or Activity</th>
<th>Materials and Resources Needed</th>
<th>Will be Completed By</th>
<th>Date Completed</th>
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Plan Approval

Date of Conference ___________ Teacher’s Signature ________________

Suggestions ____________________________________________

Progress Check

Date of Conference ___________ Teacher’s Signature ________________

Suggestions ____________________________________________

Date of Conference ___________ Teacher’s Signature ________________

Suggestions ____________________________________________

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