TROUP COUNTY BOARD OF EDUCATION

100 N. Davis Rd. Bldg. C, *LaGrange, GA 30240 (706)812-7900 Fax (706)812-7904*

Capstone Project Portfolio Check Documentation Form (for teachers)

Teacher _____ Class Period _____

Student Name	Portfolio Check #1 ☐ Letter of Intro ☐ Project Proposal ☐ Mentor Agreement ☐ Mentor Log (*does not have to be complete)*	Portfolio Check #2 ☐ all items from Check #1 ☐ Cover Letter ☐ Request for Recommendation letter ☐ Letter(s) of Recommendation ☐ Follow up/Thank you letter	Portfolio Check #3 ☐ all items from Checks #1, 2 ☐ Research Paper ☐ Journals #1-5 ☐ Mentor Agreement ☐ Mentor Log *(must be complete)* ☐ Product (5 pieces of Evidence)	Comments
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NOTE: Final Portfolio Submission should be graded with the Capstone Project Portfolio Rubric. The Final Portfolio, in addition to the items above, MUST include: Cover Page, Table of Contents, and the Capstone Project Checklist.