



CREATING A PORTFOLIO

2008

A workbook to help you focus and build on your strengths.

WHAT'S INSIDE



OVERVIEW OF A PORTFOLIO	1-3
CREATING YOUR PORTFOLIO	4-5
SKILLS, STRENGTHS, INTERESTS, ABILITIES	6-15
MY DREAM JOB	16-17
WORK PREFERENCE	18-19
TRANSPORTATION	20-21
LIVING ARRANGEMENTS/HOUSING	22-23
MY DISLIKES	24-25
LEARNING STYLE/ACCOMMODATIONS	26-27
PHYSICAL THERAPY	28-29
OCCUPATIONAL THERAPY	30-31
COMMUNICATION	32-33
BEHAVIORAL SUPPORT	34-35
MEDICAL FACT SHEET	36-37
STUDENT INFORMATION SHEET	38-39
PARENT INFORMATION SHEET	40-41
TEACHER INFORMATION SHEET	42-43

My Portfolio

**A Portfolio is.....
Creating a Portfolio**

My Strengths

- Activities I Enjoy
- Work Skills
- Work Experience
- Work History
- Work Goals
- Work Preferences
- Transportation Skills
- Housing Skills
- Living Arrangements / Housing

Accommodations

- Dislikes
- My Learning style/Accommodations

Medical

- Adaptive Equipment
- Communication
- Behavioral Support
- Medical Fact Sheet

Yearly Updates

- Student
- Parent
- Teacher

A PORTFOLIO IS:

A book listing your strengths and skills;



A living document that is continually updated and added to - it grows with you;

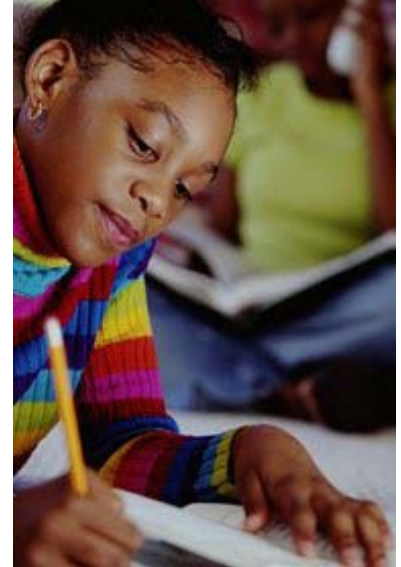


A tool that can help you communicate with new people in your life;

A tool to encourage connections with others and build self esteem;



A tool that can be used in writing letters of introduction, and developing your resume;



A roadmap to show how your skills can be used in the community; and

A list of supportive people who can help you reach your goals.



Creating Your Portfolio



Create a Portfolio that is Meaningful to You

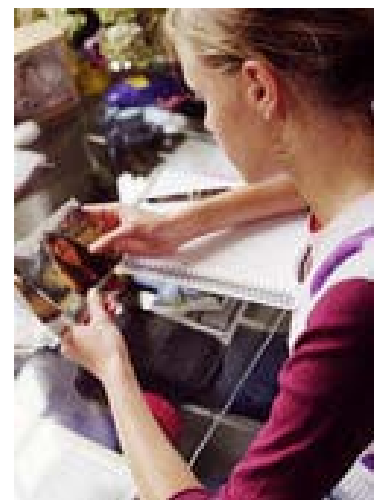
There is so much you can do. A portfolio creates an opportunity to share your strengths, interests and goals. Your portfolio will become a living document that you will continue to add to and share with others.



Where To Begin

A Portfolio can include a list of strengths, personal interests, hobbies, and accommodations; information about health issues and health care needs; employment history; volunteer experience; likes and dislikes; letters from previous employers, teachers, others, etc.....

Personalize your portfolio by adding pictures that tell your story. Action pictures can tell a story that stimulates conversation and eliminates the need to verbally explain so many details. Utilize scrap booking techniques and materials to spice up your Portfolio.



Share Your Portfolio



Sometimes it is hard to tell others about yourself, you get tired of repeating yourself, or it is hard to remember all that you have accomplished. A portfolio is a great way to open up conversations and let others know about you. It is a great tool to share with new teachers, job coaches, personal care attendants, friends, medical staff, etc. It is a positive way to share your skills, talents, goal, and support needs with others.

Making Your Portfolio Work For YOU

Once you develop your portfolio it can be used to:

- Develop effective IEP goals, transition plans etc.
- Create resumes and letters of introductions etc.
- Share your skills, talents, interests, goals, and support needs with others.
- Connect to resources.
- Build and define your long and short range goals.

The opportunities are endless!

Skills	Strengths	Interests	Abilities
---------------	------------------	------------------	------------------



Step 1

- Use the following pages to develop a list of interests, skills, and abilities.
- Include skills captured from other pages in this book to build on your skills.
- Look closely at each activity you participate in and break it down into skills associated with doing the activity. Add these skills to your strengths list.
- Capture and build on your skills throughout the years.
- Decide which activities and skills you would like to build on.
- Decide what other activities you would like to try.



Step 2

Use your lists of strengths to:

- Develop your resume
- Write letters of introductions to employers, teachers, doctors etc.



Step 3

- Determine how your skills can be shared and utilized at home, in school, and in your community
- Use your portfolio to develop a plan for your future



My Strengths



Things I Like To Do That I Am Good At, And Things Others Enjoy About Me:

How I Can (Or Have) Used These Skills To Help Others In My Community:

Activities I Enjoy

It is important to take stock of all areas of your life. The following worksheet can be applied to a variety of settings at school, at home, in your community, with friends, as well as time spent alone.

Upon Completing The Worksheet You Will Be Able To:

- Build your list of interests
- Develop a list of skills associated with the various activities
- Build your support network
- Develop goals for each of these areas
- Develop steps to reach your goals



Step 1

What Are You Doing At Home?

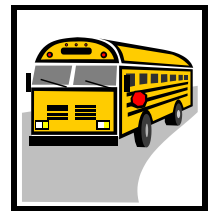
- Ask parents, siblings and friends to help you develop a list of activities, chores, daily routine, leisure, recreation and social events you participate in
- Add the strengths to your strengths list



Step 2

What Are You Doing At School?

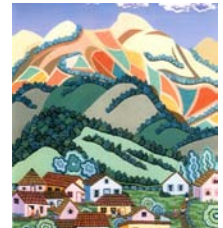
- Develop a list of activities and skills developed at school
- Develop goals based on interests and skills
- Build skills related to your long range goals



Step 3

What Are You Doing In Your Community?

- What recreation/leisure activities do you participate in, sporting events, social groups, church activities, etc.
- Who are the people you participate in activities with
- What are your community skills and goals



Activities I Enjoy

Activities I Enjoy	People I Enjoy Participating in These Activities With	Skills I Have Developed Doing These Activities

Things I Would Like To Try	Next Steps

Work Skills

This worksheet is an opportunity to summarize your work skills.



Step 1

Get copies of your vocational assessments, interest inventories, and other pertinent records. (Include a copy of assessments and other helpful information in your portfolio. It will be helpful to have this information available when you apply for adult services. *Note: School records are destroyed several years after graduation, so be sure to request them upon exiting school.*)



Step 2

Summarize information from your assessments and include this information on your work skill summary sheet. This may include your learning style, accommodations, what has worked well, vocational strengths, etc.



Step 3

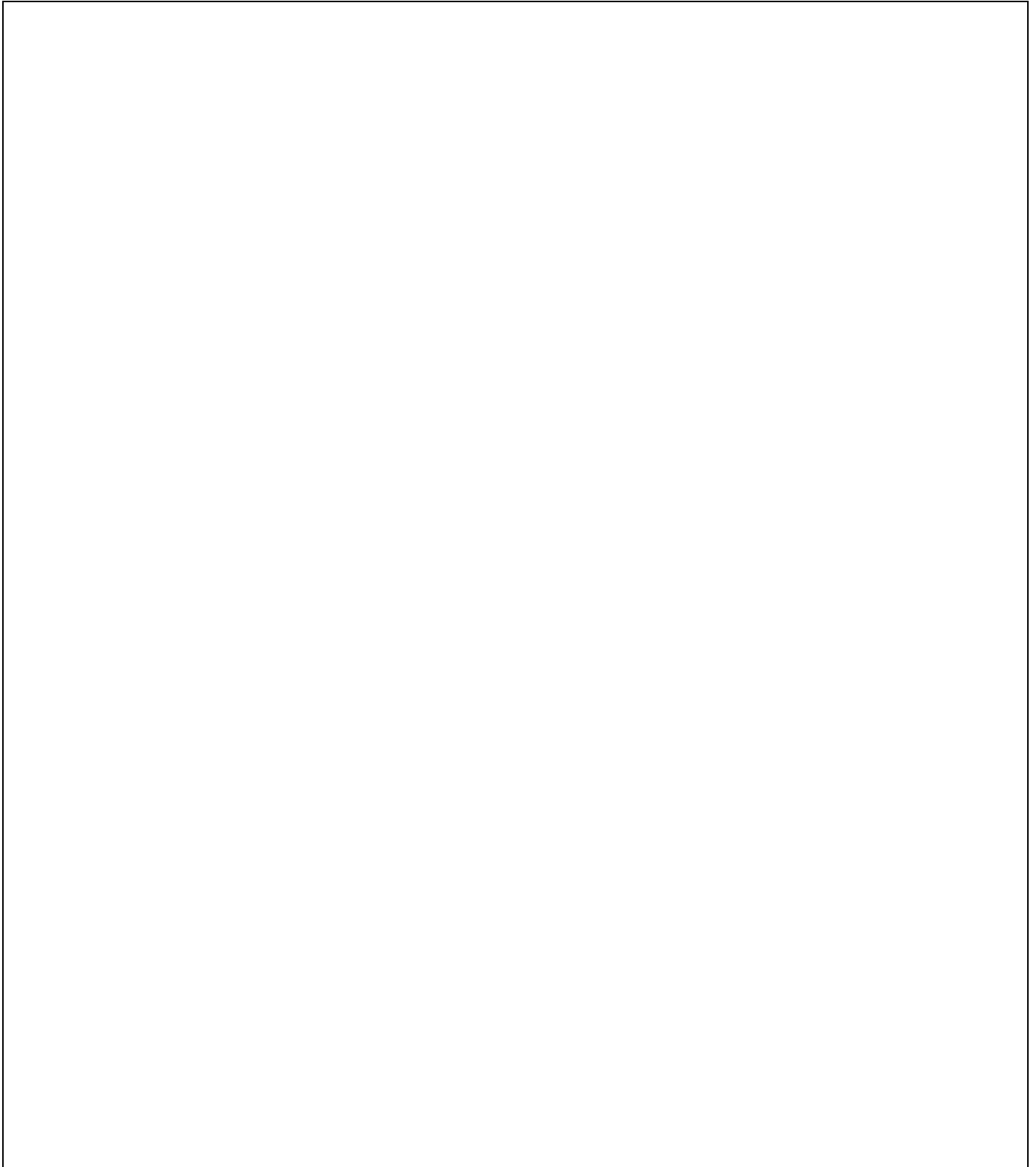
Add strengths to your strengths list.

Share this information with new teachers, job coaches, vocational agencies, employers, etc.



Work Skills

Summary of work skills, interests, and vocational assessments:



Work Experience

Throughout your life you have performed many tasks and developed new skills. These tasks will help you build a large repertoire of skills. Skills are transferable and by having a good understanding of your skills, you can find ways to contribute to your community.

This worksheet will help you record your work history and the skills acquired through the years.



Step 1

List the jobs you have participated in.



Step 2

Break each of those jobs down into specific tasks and skills (These skills can be added to your “strengths” page.)



Step 3

Include what you liked and did not like about doing the job.

This information will be helpful in designing the right job for you.



I Have Learned Many New Skills.



Type of Job	Skills learned <small>(add to strengths list)</small>	What I liked	What I did not like

Work History



Step 1

Make a list of businesses you have volunteered or worked for. Include a contact person, phone number, and dates of employment.



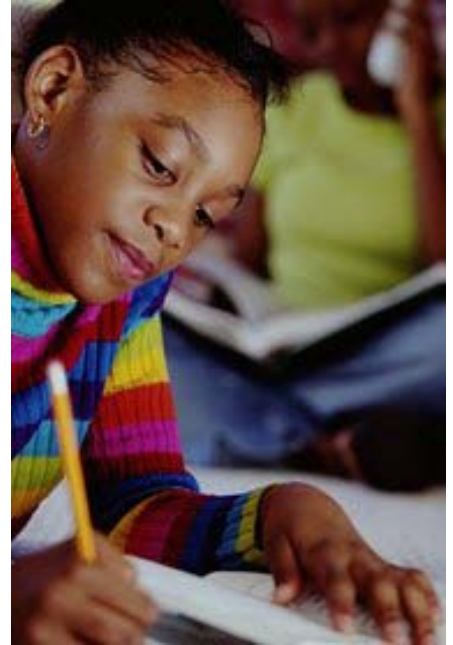
Step 2

Include a letter of recommendation from the various employers.



Step 3

Include a job description. Add these skills to your work experience and strengths list.



My Dream Job



Step 1

Review your portfolio. Look at your work skills, work experiences, and interests.



Step 2

Make a list of jobs you are interested in doing and places in the community you would like to work.



Step 3

Write down your overall Career Path Goal. Include specific tasks that you would be doing in your dream job. Make a list of additional skills you will need to build on to obtain your dream job.



My Dream Job

The work that I have enjoyed the most has been:

Jobs I would like to try:

My dream job would be to:

To have my dream job, I need to:

Work Preference



Step 1

Make a list of work environments that you would like to work in, such as: indoors/outdoors; work with a large/small group; work in the day/night/swing shift; work in a quiet/ noisy environment; work in a large/small company, etc.



Step 2

Based on your interests and skills, make a list of jobs you would prefer to do.



Step 3

Share this information with people who are helping you find a job.

Work Preference

I Prefer To Work:

I Like This Type Of Work:

Transportation



Increase your transportation options. Take public transportation as much as possible. Learn about the different routes and types of transportation available. Make a list of transportation skills.



Step 1



Step 2

As you increase your transportation skills, you will have more opportunities for employment and connecting to your community. Make a list of transportation skills you need to obtain and set goals.

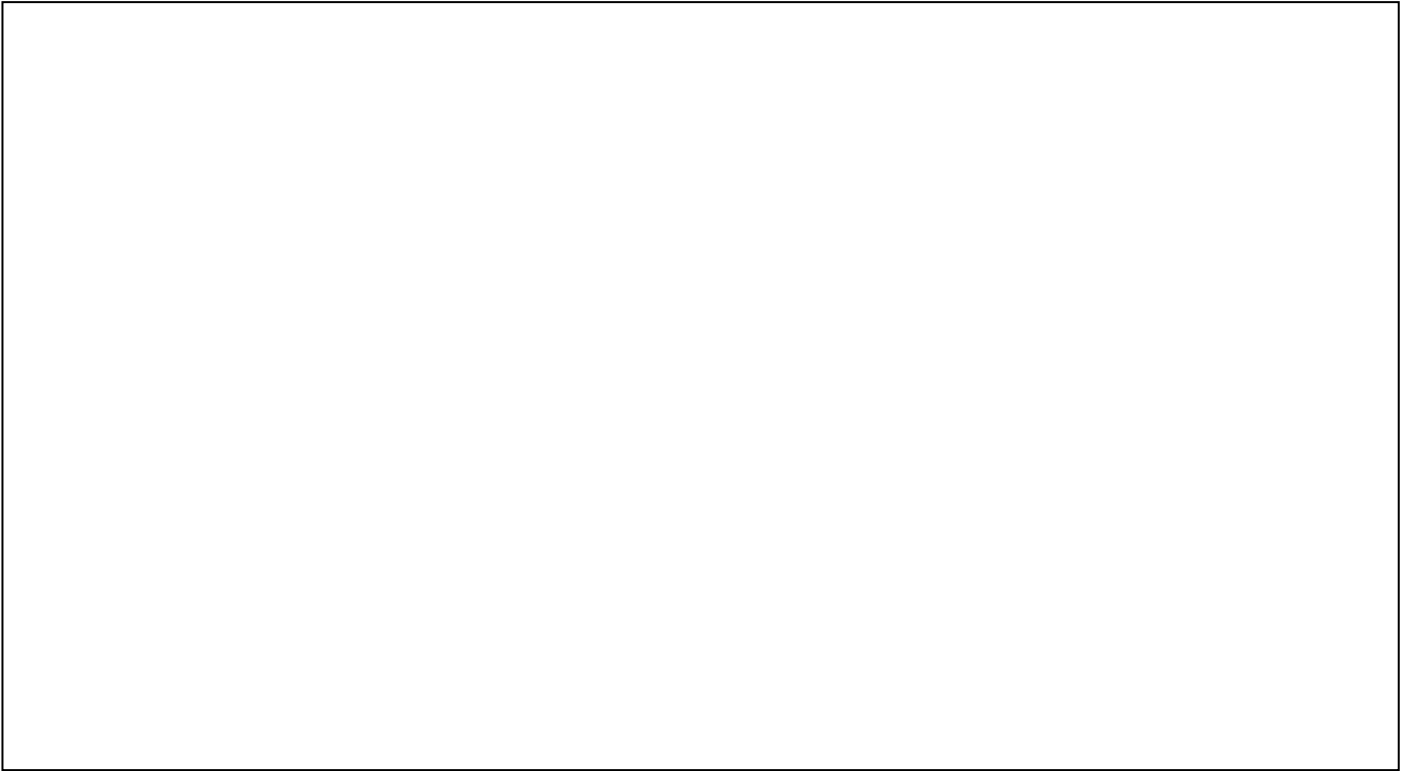


Step 3

Have transportation available that will get you where you want to go.

Transportation

Transportation Skills:



My Transportation Goals Are:



Living Arrangements/Housing



Step 1

Decide where you would like to live. Do you want to live with your family? How long do you plan to live with your family? Do you want to live by yourself or with friends, and if so which friends? Would you live in an apartment, house, duplex, condo, etc? Would you rent or own your living space? Think about your future housing plans and begin planning early to reach your goal.



Step 2

Make a list of housing skills you currently have. Your list may include personal care tasks, cooking, cleaning skills, shopping skills, money management skills, etc. The skills you learn will help you in your current and future housing situation. Your household skills may also transfer to employment skills and provide future employment opportunities as well.

❖ *Add these skills to your strengths list at the beginning of the book*



Make a list of skills you would like to obtain to increase your independence in your living environment.



Step 3

Accommodations: Think about the types of accommodations you will need in your new housing arrangement. Will you need a ramp, special height counters, lighted doorbell signals, special door handles, handrails, grab bars, etc. Make a list of other supports you will need in your housing environment. Research and connect to resources that can support you in reaching your housing goals.

My Dislikes



Step 1

Make a list of things you do not like. These are specific things that really bother and upset you. It can become very frustrating especially if you have a difficult time communicating your dislikes to others.



Step 2

Make a list of things that you currently don't like. If you would like some help improving your skills, or learning to tolerate your dislikes, let others know the kind of support you will need.



Step 3

Make a list of tasks you would like to try or learn to do.





My Dislikes

Things I Do Not Like	Some Of The Things I Don't Like And Would Like Some Help With:	I Would Like To Learn To Do:

Learning Style/Accommodations



Step 1

Write a description of your learning style. Explain how you learn such as by listening, watching, doing activities in repetition etc.

Describe what has been helpful for you to learn new things.

Make a list of materials that help you learn. Have you utilized assistive technology? Computers? Videos?

Put together a description of an ideal working environment. Do you work better alone, with one on one support, in a group setting, etc?

Make a list of things that distract you when you are trying to learn; such as a noisy environments, fluorescent lighting, interruptions, change in routine, etc.



Step 2

Be aware of your learning style, the environment, and materials and methods that are effective. Know what kinds of accommodations you may need. Be able to communicate what has, and has not worked.



Step 3

Let others know how they can help you learn new things.



Learning Style/Accommodations

I Learn Best From:

Materials That Help Me Learn Are:

I Learn Best When I Work:

I Am Distracted By

Physical Therapy



Step 1

Include a summary and contact information from your physical therapist



Step 2

If you utilize adaptive equipment or devices for support, be specific in sharing information about the equipment you are utilizing and provide a detailed description, and possibly pictures or a video, to show how you use your adaptive equipment.



Step 3

Be specific in asking for the support you need.

Physical Therapy

Summary and Description of Physical Therapy Needs

Physical Therapist:

Phone #

Occupational Therapy

Step 1

Include a summary from your occupational therapist

Step 2

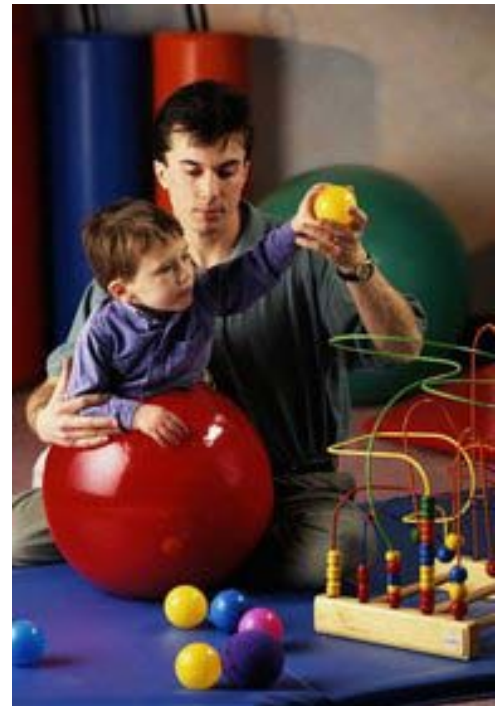
Provide a detailed description, and possibly pictures or a video, to show what type of support you need.

If you need support with positioning, it is helpful to provide a description from your therapist along with pictures. It may also be helpful to have a variety of pictures of Do's and Don'ts.

Share information about what has, and has not worked in the past.

Step 3

Be specific in asking for the types of support that you need.



Occupational Therapy

Summary and Description of Occupational Therapy Needs

Occupational Therapist:

Phone #

--

Communication

The ability to effectively communicate to others is very important. This worksheet provides you with an opportunity to share your communication style and goals.



Step 1

Write a description of your communication style needs, such as:

- Make eye contact with me before you talk
- Speak slowly and clearly
- Show me the object related to the activity
- Here are the signs, gestures, and words that I use
- These are the things to do or say to get my attention
- These are the things to do or say if you do not understand me



Step 2

If you are using an alternative communication system, provide an overall summary of the system and information including best practices from current and past speech evaluations.

- **Assistive Technology** has been instrumental in providing communication devices to support individuals in communicating. Describe your communication system. Include information on troubleshooting, and basic repair tips, set up, programming information, pictures, etc.
- **Sign Language** Share information about your fluency. If you have limited signs, include that list along with pictures in your portfolio. Add to your list as you learn more signs. This will encourage others to communicate with you and build on your skills.



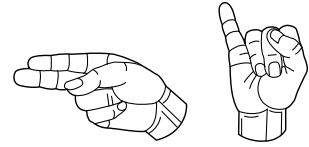
Step 3

Write a summary of your needs and share with others. Set communication goals for the upcoming year.





My Communication



A large, empty rectangular box with a black border, intended for writing or drawing.

Behavioral Support

Everyone communicates in different ways. Sometimes you may become frustrated and exhibit various behaviors to communicate. If you have limited communication skills, this worksheet can help others understand how to support you.



Step 1

Participate in skill-based activities that you enjoy.

Communicate your dislikes to others.

Make a list of activities that can help you calm down when you are frustrated or upset.



Step 2

Triggers: Include a list of activities or environmental factors which are frustrating or offensive. These are activities or environments that are difficult for you. It is important for others to understand how different environments affect you.



Step 3

IF and THEN

Provide guidelines on the type of support you would like to receive.

IF I am exhibiting this type of behavior

(Example If I have my hands over my ears then I am having a hard time with excess sound around me)

THEN I need you to support me by doing this action

(Example I need you to eliminate the sound or help me get to a quiet area.)

Always Ask: "What's Behind the Behavior?"

Calming Activities

Triggers:

IF	THEN

Medical Fact Sheet



A medical fact sheet may be a helpful tool to share information with a variety of people to improve and support your health care needs.



Step 1

Write a Brief Medical History /Summary Explain your medical diagnosis and how it affects you on a day-to-day basis. Share information about the supports you may need throughout the day.

Allergy Information If you have allergies, especially life threatening allergies, this information should be readily available. Include the type of reaction you may have to allergies and signs to watch for and support you may need.



Step 2

Include contact information for emergencies, current physician, and specialists.



Step 3

Share information about current medications and the purpose for taking the medication. If you are taking medication that has side effects that may affect your learning, you may want to inform others of possible side effects to watch for. Ask for assistance in monitoring effects of medication or side effects.



Medical Fact Sheet



Medical overview:

I am Allergic to:

In case of an emergency call:

Name:

Phone #:

These are my doctors:

Primary Doctor	Phone #
Specialist	Phone #

These are my medications:

Medications	Purpose Of Medication	Side Effects To Watch For

Student Information Sheet



Step 1

Review your portfolio. Write up a brief summary of the things you worked on last year. What were your accomplishments, struggles, etc.



Step 2

Develop goals for the upcoming year. Share your Portfolio with your teachers. Inform your teacher of the goals you would like to work on in the upcoming year.



Step 3

Share information about the support you would like to receive.



Student Information Sheet

Date:

My Plan Is To:	Last Year I:
-----------------------	---------------------

I Would Like You To Help Me Reach My Goals By:



Parent Information Sheet

Parents are with you throughout your life.

This is an opportunity for parents to share information about you, and advocate and support you in reaching your goals.

Parents have insight, history, and great knowledge of their children.

This section provides an opportunity for parents to share information



Step 1

Write a letter of introduction, introducing your child to a new person in their life. What do you want them to know?



Step 2

Share information about a typical day at home. The home environment is much different than the school or community environment. Share accomplishments and interests at home. These skills can be transferred to other areas of their life.



Step 3

This is an opportunity to share areas in which your child may need some assistance. It may also include accommodations and special services that they may need in the upcoming year.

This is also an opportunity to share your hopes and dreams for your child's future.



Parent Information Sheet

Childs Name:
Date:

Letter Of Introduction From a Parent's Point Of View

Parent Information Sheet



Child's Name:
Date:

**A Typical Day Of My Child At Home
Is:**

Last Year We Worked Together On:

**Some Things I Have Been Working
On At Home With My Child Are:**

**I Would Like To Work Together With
You By:**

Parent Information Sheet



Child's Name:
Date:

These Are Some Of My Child's Strengths:

**Things I Really Like
About My Child:**

**Things My Child Really
Likes:**

**Things He/She Does
Well:**



Parent Information Sheet

Child's Name
Date:

Plans For School Year

This Year We Would Like To:

**These Are Some Areas My Child May
Need Help With:**

**One Year From Now I Would Like My
Child To:**

**These Are Some Special Services My
Child May Need:**



Teacher Information Sheet

This section provides an opportunity for teachers to share information about their student.

This form will be updated annually throughout the years and provide valuable information to future students, support staff and families. Taking a few minutes to fill out this form will increase your students' success in the future.



Step 1

Complete this form summarizing the past school year



Step 2

Think about the student and share:

- Specific information about their strengths, interests, abilities, and successes.
- Successful and unsuccessful strategies
- Beneficial adaptations such as seating arrangements, ways to facilitate peer support etc.



Step 3

As you reflect on the past year make recommendations for the new teacher by including such information as:

- Accommodations and successful modifications that have been helpful
- Communication style
- Learning style
- Special service needs.
- Skills to be developed to help reach the students overall goals.



STUDENT'S NAME:
TEACHER'S NAME:
DATE COMPLETED:

Strengths:	Things He/She Really Likes/Does Well:
Things I Like About Having Student In Class:	Things He/She Dislikes:
Here Are The Successes We Celebrated This Past Year:	Here Are Some Beneficial Adaptations Or Instructional Strategies We Used



STUDENT'S NAME:
TEACHER'S NAME:
DATE COMPLETED:

Priorities For Next Year's Instruction?	Should Special Services Be Continued Next Year?	New Skills The Individual Will Need To Learn In Their New Setting:

Overall summary of information that would be helpful for the new teacher:

