



Student: **First Last Name**
 Career Interest: **Field1, Field2**

Graduation Requirements

Comments: Detailed instructions for completing the Capstone items on your own or a part of a class can be found at the school website, lopezhigh.us.

√	NON-CAPSTONE REQUIREMENTS	Verified by	Date	
	Completed Credits <i>(210)</i>			
	Community Service <i>(20 hours)</i>			

√	CAPSTONE A	Verified by	Date	Possible	Earned
Independent Living Skills					
	Finances <i>(finance worksheet, living on-your-own monthly budget)</i>			1.5 Math credit	
	Transportation <i>(car worksheet)</i>				
	Insurance <i>(medical, renter worksheets)</i>				
	Housing <i>(renter worksheet)</i>				
	Taxes <i>(tax worksheet)</i>				
	Goals <i>(two-year plan)</i>			0.5 Health	
	People Skills <i>(reflection)</i>				
Job Readiness					
	Two Letters of Recommendation			0.5 Econ.	
	Résumé				
	Cover Letter <i>(You can use a fictitious example)</i>				
	Resignation Letter <i>(You can use a fictitious example)</i>				
Field Experience Preliminary Paperwork					
	Parental Consent Hold Harmless	<i>(Submit to Ms. Katie)</i>		0 credit	
21st Century Skills					
	Communication Reflection Essay			0.5 English	



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	Critical Thinking Essay or Project			0.5 English	
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√	CAPSTONE B (If taken as a class all Capstone A items must be completed first.)	Verified by	Date	Possible	Earned
Job Readiness					
	My Future Career & Education Research Reflection			1.0 English	
	Mock Interview <i>(Wear proper attire, bring résumé. Submit an evaluation form and a photo of you and interviewer.)</i>			0.5 Econ.	
21st Century Skills					
	Collaboration Reflection Essay or Project			0.5 English	
	Creative Thinking Reflection Essay or Project			0.5 English	
Field Experience					
	Field Advisor Decision Worksite Affiliation	<i>(Submit to Ms. Katie)</i>		0 credit	
Must Get Lopez Approval of Field Advisor Before Starting Field Exp.					
	Timesheet (8 hours) What:			0.5 English	
	Visual Documentation <i>(at least two photos/video of you in action)</i>				
	Field Advisor Evaluation of Student Performance				

√	CAPSTONE C (If taken as a class all Capstone B items must be completed first.)	Verified by	Date	Possible	Earned
Field Experience					
	Field Experience Reflection			1.0 English	
	Thank You to Field Advisor (teacher must approve before mailing) <i>(letter, note card, or email)</i>				



Enrolled: _____ / Graduate: _____

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Presentation					
	Introductory Letter to Panel Judges			1.0 Visual/ Perform. Arts	
	Presentation Slideshow				
	Compiled Capstone Binder or Website <i>(Include a Cover, Intro page, Contents, 21 CS, ILS, JOB, Field Exp.)</i>				
	Upload Field Exp. photos and Presentation to Capstone Google class <i>(see Capstone FAQ for code)</i>				
	Presentation Rehearsal				
	Official Presentation <i>(to a panel)</i>				

Note: After finishing Capstone export (in an editable format) or copy and paste any important documents you have from your school district Google Drive to a personal Google Drive because your account will be deleted after you graduate.