

### Grades 9-12 Grade Portfolio Checklist

Please do not omit any of the following information:

Student Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Grade: _____	Semester: _____	S1	S2
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Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Final Advisor Report will be sent to the email below.

Email \_\_\_\_\_

Send Grade Portfolio to:

<b>By mail:</b>	<b>By e-mail:</b>
Kolbe Academy 1600 F Street Napa, CA 94559	Grades K-8: <a href="mailto:k8reports@kolbe.org">k8reports@kolbe.org</a> Grades 9-11: <a href="mailto:hsreports@kolbe.org">hsreports@kolbe.org</a> Grade 12: <a href="mailto:seniors@kolbe.org">seniors@kolbe.org</a>

Please keep copies of all Grade Submission Forms and coursework samples sent to Kolbe. You may keep original coursework samples and submit copies to Kolbe if you prefer

<input type="checkbox"/> Grade Submission Form with Recommended Grades	<input type="checkbox"/> Attendance Record (with 2 <sup>nd</sup> Semester Portfolio.)
<input type="checkbox"/> Signature on Grade Submission Form	

<b>D</b>	<b>Academic Courses (no more than 8)</b>	<b>X</b>
	Theology Sample(s)	
	English Sample(s)	
	Literature Sample(s)	
	History Sample(s)	
	Math Sample(s)	
	Science Sample(s)	
	Science Lab Sample(s)	
	Foreign Language Sample(s)	
	<b>Non-Academic Courses</b>	<b>X</b>
	Music	
	Art	
	Physical Education	
	Other (fill in name):	
	<b>Electives (Please fill in course titles)</b>	<b>X</b>

**Column D = Course Designation**  
Mark with H (Kolbe Honors), K (Kolbe Core) or S (Summer). Leave blank if none apply.

**Column X=** Mark box with an X if TWO written and graded samples are included for the indicated course. Check only those that apply.

**K (Kolbe Core) and H (Kolbe Honors) Course Designations:**  
Please include an Honors Cover Sheet for each honors course reported on the grade card and consult each course's syllabus for **exact sample requirements** for Kolbe Honors (H) and Kolbe Core Curriculum courses (K).

If no designation is desired for an academic course, any TWO written and graded samples of work will suffice for credit each semester.

**College Courses and other Outside Transcripts:**  
An official transcript from the college or other academic institution must be included for credit. Send transcripts to [transcripts@kolbe.org](mailto:transcripts@kolbe.org). The issuing school's seal and authorized signature must be visible.