How to Set Up the Transitions Portfolio Binder Teacher sheet

Supplies (per student)

- **3-inch 3-ring clear-view binder** (outside pocket for the cover)
- 5 tab dividers (plain, or write-on / insertable tabs)
- Tab labels: print *09-tab-labels-1x4.pdf* on 1" x 4" label sheets (20 per sheet, Avery 5161/8161 size)
- **Page protectors** for the table of contents, the 5 section title pages, and the 5 skills checklists (students mark with dry-erase or remove to write)
- 3-hole punch; optional zip pouch for pencils and a dry-erase marker

Print (pick the level)

- Level 1 (about 2nd-grade reading, emoji support) or Level 2 (about 5th-grade reading). One full set: *Transitions-Portfolio-Level#-ALL.pdf* (14 pages).
- Prints well in black and white. Print single-sided, at 100% / Actual size.
- Extra copies: My Best Work (several per tab), Growing Resume (1 per year + final).
- Teacher file only: Monthly Update Checklist (1 per student per year).

Assemble in this order

1. Slide the **cover** into the front clear-view pocket. Student writes their **name** on the cover.
2. Inside front: **table of contents** in a page protector.
3. For each tab 1-5: divider with tab label, then the **section title page** (protector), then the **skills checklist** (protector), then sub-sections A, B, C. Stick the sub-section labels on sticky tabs or on the first page of each sub-section.
4. Tab 1A: a blank **Growing Resume**. Behind each section's checklist: 1-2 blank **My Best Work** pages.
5. **Already done in Unit 1:** file each student's **One-Page Profile** and **Goal Board** in **Tab 3A All About Me**.

Where each unit's work goes

Tab	Units	Sub-sections
Tab 1 💼 Vocational	Employment & Career Exploration; Financial Literacy & Money	1A My Resume & Job Interests · 1B Work Practice · 1C Money Skills
Tab 2 🏠 Daily Living	Independent Living Skills	2A Home Care Skills · 2B Phone & Getting Ready · 2C Safety at Home & Work
Tab 3 💛 Personal Life	Self-Advocacy & Goal Setting; Health, Wellness & Relationships	3A All About Me · 3B Health & Wellness · 3C Feelings, Friends & Choices
Tab 4 🚌 Community	Community Navigation & Mobility	4A Getting Around · 4B Shopping & Eating Out · 4C Fun in My Community
Tab 5 🎓 Take With Me	Finished work for graduation	5A Final Resume & Best Work · 5B My Transition Info · 5C My Contacts

Keeping it going

- Monthly: run the teacher checklist (about 5 min per binder).
- June each year: student rates every skills checklist with you (Year 1 / Year 2 columns = the student's own years, not Cycle A/B).
- Final year, spring: move the final resume, top Best Work, completed checklists, transition summary, and contacts into Tab 5, Take With Me.

Privacy rules

- Students write their name on each page. Keep binders in Room 113 and do not share pages outside the school without permission.
- Photos show work only. No faces.
- No full IEP or evaluation documents in the binder; use a student-friendly summary in Tab 5B, per district policy.
- Binders stay in Room 113 until exit.