



1	Absence Standard	Points	Total Points Earned	
	No more than 1 excused absence	5		
	No more than 3 excused absences	3		
	No more than 5 excused absences	1		
2	Tardiness Standard	Points	Total Points Earned	
	No tardies	3		
	No more than 1 tardy	2		
	No more than 2 tardies	1		
3	Discipline Standard	Points	Total Points Earned	
	No disciplinary actions	3		
	No more than 1 disciplinary action	1		
4	Overall Grade Point Average Standard	GPA	Points	Total Points Earned
	Overall GPA of 3.0 – 4.0		5	
	Overall GPA of 2.0 – 2.9		4	
5	ACT Standard	Score	Points	Total Points Earned
	Score of 21 or better		2	
6	CTE Coursework Standard	Points	Total Points Earned	
	Successfully completed at least 3 CTE	3		
	Successfully completed at least 2 CTE	2		
	Successfully completed at least 1 CTE	1		
7	CTE Competition Standard	Points	Total Points Earned	
	Competed in approved national level competition	4		
	Date & Event:	3		
	Competed in approved state level competition	2		
	Date & Event:	1		
	Competed in approved regional level CTE competition			
	Date & Event:			
	Competed in approved district level CTE competition			
	Date & Event:			
8	Dual Enrollment/Credit Standard	Points	Total Points Earned	
	Student has been granted credit by any post-secondary institution	2		
	Advanced Placement			
	Date & course:			
9	Industry Certification Standard	Points	Total Points Earned	
	Student received a national certification	3		
	Date & Certification:			

10	Industry Awareness Standard	Points	Total Points Earned
	Student has participated in one industry awareness event	3	
	Date & Event:		
	Student has participated in more than one industry awareness event	2	
	Date & Event:		
	Student has participated in an internship or work-based learning activity	1	
	Date & Event:		
11	TN Promise Standard	Points	Total Points Earned
	Student is in good standing and has completed community service hours	3	
	Date & Event:		
12	Enrollment in Post-Secondary Standard	Points	Total Points Earned
	Student has applied at a post-secondary institution for the fall	2	
	Institution:		
13	Community Service Standard	Points	Total Points Earned
	Completed 30 hours of community service	3	
	Completed 20 hours of community service	2	
	Completed 10 hours of community service	1	

**Where to Find the Supporting Documentation for Each Standard:**

<b>Total Points</b>	
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- 1 Print your attendance report from your student portal.
- 2 Print your attendance/tardy report from your student portal.
- 3 Print your discipline report by clicking on the discipline tab in the student portal.
- 4 Print your GPA from the transcript tab in the student portal.
- 5 Print your ACT scores from the transcript tab in the student portal.
- 6 Print a list of your CTE coursework from the transcript tab in the student portal.
- 7 Your CTE competition will need to be verified by the CTE teacher. Please ask them to identify the competition, and date and
- 8 sign.  
Print your list of dual enrollment, dual credit, and IB and/or Advanced Placement coursework from the transcript tab in the
- 9 student portal.
- 10 Please attach a copy of your industry certification certificate or award.  
Industry awareness events include Rutherford Works summer internship, work-based learning, job shadow, or visit to an industry (field trip). Please ask teacher and/or employer to provide signature and date of your industry awareness activity on this form.
- 11 Your eligibility for the Tennessee Promise can be verified by logging into your Tennessee Promise account at [www.tnpromise.gov](http://www.tnpromise.gov) and taking a screen shot of your community service hours and printing the screen shot.
- 12 Your enrollment in post-secondary can be verified by a copy of your acceptance letter.
- 13 Community service hours can be verified by attaching a signed letter from the agency or individual providing the community service opportunity (this can include your Tennessee Promise community service hours).

Supporting documentation for nearly half of the standards listed above can be found on your INow portal.

*Please note that your counselor is not responsible for collecting the required supporting documentation. It is up to you to locate and attach this information before you turn in the folder on or before March 15.*