

Panther Passage PREPARTION TRACKING SHEET

Name: _____

Presentation Date: _____

Parent Supporter: _____

Presentation Time: _____

As you prepare for your Panther Passage experience, keep track of what you have done and what you still need to do with the following chart:

Category & Description	Student Check-off & Comments	Parent Check-off & Comments
Verification Form – I have read the form and shared it with my parents	Student returned to SSR teacher (check off when done)	Parent Signature (check off when done)
Introduction - Your intro is detailed and contains all the necessary information about your presentation in a neat, standard outline form (preferably typed).		
Letter of Introduction – Your letter, which you will read aloud to the listeners, sets the right tone for your presentation, is polite, and contains an overview of what you will show and discuss.		
Parent/Adult Input – Your parents have written a letter or a short essay, or they've listed ways they've seen you mature and succeed these past three years at IMS.		
Organization Your materials are compiled in the order you will present them. You have a diversity of subject areas represented. (A little from science, math, LA/SS, PE, fine arts. Not just one subject area.)		
Practice You have practiced your greeting and handshake, your introduction letter, how you will segue from one topic to another, and how you will close.		

Things to keep in mind as you prepare:

1. Return your verification form to your SSR teacher by Friday, April 18.
2. Your completed portfolio should be at school two days prior to your presentation date. You will be presenting on your scheduled date, whether you have your portfolio at school or not, so bring it two days ahead of time.
3. Do you need some help? Ms. Hosley is available Thursday afternoons!