

**PORTFOLIO INVENTORY SHEET**

School Name: \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

School Phone (\_\_\_\_) \_\_\_\_\_ Art Teacher or Dept. Chair \_\_\_\_\_ Art Teacher or Dept. Chair Phone (\_\_\_\_) \_\_\_\_\_

I have read the *current Scholastic Art Awards* entry information and have shared this information with my students. I have legibly completed the required forms with all requested information. I understand that non-conforming submissions will be disqualified. I also realize that while great care will be taken, the sponsors are not responsible for any loss, damage, or breakage.

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Portfolio Inventory Sheet for Portfolios Only****There is a \$20 Fee Per Portfolio****(Use Individual Category Inventory for Individual Pieces - Limit of four (4) Individual entries)**Fill out 1 Inventory sheet per school. photocopy *blank* INVENTORY SHEET(s) for more teacher then staple completed forms together.**TEACHER NAME:** \_\_\_\_\_*Scholastic Use Only*

STUDENT NAME	CATEGORY	TITLE & DESCRIPTION	ACCEPTED
1.	Portfolio		
2.	Portfolio		
3.	Portfolio		
4.	Portfolio		
5.	Portfolio		

**TEACHER NAME:** \_\_\_\_\_*Scholastic Use Only*

STUDENT NAME	CATEGORY	TITLE & DESCRIPTION	ACCEPTED
1.	Portfolio		
2.	Portfolio		
3.	Portfolio		
4.	Portfolio		
5.	Portfolio		

**NEW:** Make **2 copies** of your Inventory Sheet(s) and **send one** copy in with your submission forms.Forms **MUST** Be Received By January 8, 2015

Mail to: Andrea Haas - 2842 Main Street, Unit PMB 160, Glastonbury, CT 06033

Bring the other copy with you when you drop off your work (Portfolio and Accepted Individual Categories).

**Keep a Copy of your INVENTORY SHEET(s)** for your records and for use on pick-up day.One **PACKING SHEET** must be completed and taped to *each package* and to *each* senior portfolio.*(Scholastic Use Only)*

Fee Status: \_\_\_\_\_ # of works: \_\_\_\_\_ Received By: \_\_\_\_\_