

CAP 11: Updating the Personal Data Sheet

Learning targets:

- I will understand the importance of having an updated personal data sheet.

Task 1: Detailing Your PDS

Directions: List your activities and accomplishments from grades 9-11, starting with the most recent. Use verbs to describe your active level of involvement. If none, write "none."

School Activities (athletics, class level, Student Association, clubs)

Community (Out-of-School) Activities (volunteer work, organizations, clubs, church work)

Special Recognitions (awards, scholarships, distinctions)

Work Experience

Task 2 (returning students): Updating Your Draft PDS

After gathering the information, update the draft of your PDS that you created last year.

In addition to including additional details, make sure to update the following:

- Current cumulative GPA (_____) and class rank (_____ out of _____)
- (if applicable) Career objective, personal background, and interesting trips/projects
- Current class schedule (for junior year)

Check the [PDS Template Google Doc](#) to see if there are any sections that you previously deleted that you now need to add back into the PDS. (For example, maybe you did not have any previous work experience, but now you do.)

Refer to the [sample PDS](#) (pages 3-4) as you update your own PDS. Note the use of formatting to keep information neat and organized. This includes the use of tabs, rather than repeatedly entering spaces. If you need help with formatting, leave a comment in your Google Doc, and Mr. Nagaoka can help with that.

Be sure to share the file with Mr. Nagaoka (with Editor privileges) at jason.nagaoka@k12.hi.us.

Task 2 (new students): Creating a Draft PDS

After gathering the information, create a draft of your PDS, filling in as many sections as possible. Do this by making a copy of the [PDS Template Google Doc](#), saving it to your Google Drive.

When working on your draft, replace the placeholder text with appropriate information about yourself. If there are any sections that are not applicable, simply delete them.

If needed, feel free to create new sections. For example, in the sample PDS, we split SCHOOL ACTIVITIES (athletics, class level, Student Association, and clubs) into three sections, and COMMUNITY ACTIVITIES (volunteer work, organizations, clubs, church work) into two separate sections. Use your best judgment regarding how to split up your sections. Anything that is prominent may warrant getting its own section.

Refer to the [sample PDS](#) (pages 3-4) as you create your own PDS. Note the use of formatting to keep information neat and organized. This includes the use of tabs, rather than repeatedly entering spaces. If you need help with formatting, leave a comment in your Google Doc, and Mr. Nagaoka can help with that.

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