

Final Portfolio Review

ES Name

Date

ES's Advisor

1. Envelope & Student Checklist

___ **All student portfolios are present** that are indicated on the ES Portfolio List.

If this is not correct, highlight in yellow student number on the Portfolio Checklist

___ **The correct size manila envelope** with clasp is used for all students' portfolios.

If this is not correct, identify on Portfolio Error Review form

___ **All labels are correct and completed correctly.**

Are the labels the correct type & size? Are they all formatted and completed correctly, and placed in the correct location?

If this is not correct, identify on Portfolio Error Review for

ES Signature:

Print last name:

2. Semester Checklists

If you cannot initial because any corrections are needed, identify on Portfolio Error Review form

___ **All portfolios are neatly organized and paper clipped by semester**

___ **Samples are organized** in the same order as growth area or high school courses on the semester Checklist. Checkmarks are neat and done in ink; no whiteout or crossout on any Portfolio Checklist (ink checkmarks only).

___ **1st semester has the required number of samples;** one sample for each growth area for grades K-12 or per high school course listed on Checklist. If student dropped, drop date is entered correctly on the form.

___ **2nd semester has the required number of samples;** one sample for each growth area for grades K-12 or per high school course listed on Checklist. If student dropped, drop date is entered correctly on the form.

ES Signature:

Print last name:

3. Labels

If you cannot initial because any corrections are needed, identify on Portfolio Error Review form

___ **All labels are the correct size, formatted neatly and correctly, and placed neatly in the correct location?**

Are there more than 2 labels (placed neatly on top of original label)? If previous labels removed, did it make the sample look messy?

___ **All labels contain all the required information and are legibly written.** Is any information missing? Is any information illegible or looks like it was changed? Any whiteout used?

___ **All samples match what is written on the label.**

Is there a conflict between the sample date and label? Does student name on sample match name on label? Does sample match course name and growth area? Does the course title on label match title on the Portfolio Checklist?

ES Signature:

Print last name:

4. Student Samples

If you cannot initial because any corrections are needed, identify on Portfolio Error Review form

___ **All samples "show" student learning/student work.**

If picture, is it an action shot? Does the picture need/have student explanation?

___ **All samples are acceptable and do NOT contain disallowed samples.**

Is it a high risk activity? Does it look like parent work? Does it show participation in/with community organizations (4-H, Scouts, etc.)? Is it sectarian (look for publisher's name; scan sample for sectarian words)?

___ **No samples fall outside semester date nor conflict with label date.**

Is there a date that has been crossed off, or whited out or under label?

___ **All samples are legible and size appropriate.** Is it too messy? Is the photocopy clear enough to see student work? Is sample smaller than 8 x 11? Is there something whited-out/crossed off that would make it unacceptable?

ES Signature:

Print last name: