

## Portfolio Checklist

*(To be used by ESs to check-off items in a student's portfolio. Every student with any school attendance must have a portfolio. Complete 1 per year)*

**Completed checklist in a portfolio envelope with indicated samples goes to your Area Facilitator at your March ES Meeting.**

School \_\_\_\_\_

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

ES Name \_\_\_\_\_ ES Code \_\_\_\_\_

School Year \_\_\_\_\_ Grade Level \_\_\_\_\_ Today's Date \_\_\_\_\_

K to 8: Enclosed is 1 sample for each semester for each growth area with new learning recorded during the semester.

9<sup>th</sup> to 12<sup>th</sup>: Enclosed is 1 sample for each subject attempted for each semester.

Check each semester that has a sample included:

*(Only include samples if work was recorded on the learning record for that growth area or course for that semester)*

**K to 8<sup>th</sup> Grade:**

**9<sup>th</sup> to 12<sup>th</sup> Grade:**

(List courses taken this year, listed on LR)

	1st	2nd		1st	2nd
Reading/Writing	___	___	1. _____	___	___
Life Skills	___	___	2. _____	___	___
History	___	___	3. _____	___	___
Political Process	___	___	4. _____	___	___
Math	___	___	5. _____	___	___
Science	___	___	6. _____	___	___
Special Interests	___	___	7. _____	___	___
			8. _____	___	___
			9. _____	___	___
			10. _____	___	___
			11. _____	___	___
			12. _____	___	___

**ES instructions for the completion of each student portfolio item:**

**(Complete worksheet in blue or black ink. No pencil please!)**

1. Check off work samples submitted above.
2. Each work sample submitted must have the Student's name, ES's initials or signature, time value and the date of collection on the work sample. (The info may be written on the sample or attached to it. Optional labels may be printed for this usage.)
3. Originals, photocopies or pictures of samples are acceptable.
4. All enrolled students with any positive attendance in the school must have a minimum of 2 work samples submitted, or no attendance may be claimed for the student.
5. Submit this checklist and work samples in a 10" X 13" plain manila envelope labeled clearly with the following in the top, right corner: Student number and name, ES code and name, school name and school year.