

Portfolio Review Checklist

(For ES use when preparing portfolios or working with an advisor on portfolio--do not turn in unless requested to do so)

1. Evaluate the Portfolio Envelope with the following criteria:

- Use 10x13 manila clasp envelopes (clasp the envelope but do not seal it)
- Each envelope has a completed label in the upper right corner (Lay envelope horizontal, clasp down, opening on right hand side): **-Student Number -Student Name (last, first)! -ES Code -ES Name -School Name -School Year**

2. Check to see that all portfolios are present that are indicated on the ES Portfolio List printed from ES Webfiles:

- Place a checkmark beside each name that has a portfolio
- If a student transferred to another ES since the printing of the checklist, the name of the ES that the student transferred to is listed.
- If student has dropped and was enrolled for 2 months or less and ES was unable to obtain full amount of samples required, (minimum of two samples total will be accepted), please make sure the "Less than 40 days" box is checked on the ES Portfolio List. (does not pertain to newly enrolled students, they must have complete portfolios.).
- If a student was a January Grad or an early drop and your advisor or ES Support already has the portfolio, please indicate on checklist.

3. Evaluate the Portfolio Samples with the following criteria:

- One** work sample for each learning area covered **per** semester if the student is in grades K-8 (Min 5 growth areas)
- One** work sample per every **COURSE** on the RC **per** semester for 9th to 12th (Students doing a mixture of K-8 and 9-12 may include all samples in the same envelope, listing the samples correctly on the Portfolio Checklists.) Min 5 courses
- Samples must be **non-sectarian (no sectarian vendors, no sectarian assignments)**
- Samples **must be** from materials that **are or could be** purchased by the school with **ADA funding (follow school policy for items that may not be purchased--do not include a sample)**.
- Samples will display a progress in learning from one semester to the next and indicate the working level of student and must show **student work (not** the parents' work or evaluation, not LR information, not ES work or evaluation, not a certificate, not a picture of a student standing in a group, not an activity that is disallowed in the school, etc)
- Samples must be **graded!** (Any grading system is allowed) Parent or ES may grade--ES must check the sample if someone else graded it.
- Each sample must be labeled in the **UPPER RIGHT CORNER** with a completed current school provided portfolio label with all of the following filled out on the label: **the student's name/ESs initials or signature/the date of collection/HS course title/growth area/a time value (DO NOT LEAVE ANY SPACE BLANK EXCEPT HS COURSE if none taken)**.
- Evaluate sample quality** using the "Reviewing Portfolio Samples" document. Remember, this is our request to CDE for money to operate our school!

4. Evaluate the Organization of the Portfolio with the following criteria:

- Each portfolio has a WEBfiles printed, completed (in ink) portfolio checklist for each semester, and has the appropriate samples indicated behind each checklist, with first semester first, 2nd semester last.
- The samples are organized in the same order as the growth areas/courses appear on the checklist.
- Make sure that no items are stapled together unless they are part of a single sample
- Paper clip each semester's samples together in order with the checklist on top
- Do not put envelopes or folders within the portfolio envelope. The auditors do not want to have to open anything additional.

5. Make sure Portfolio Envelopes are labeled completely and then alphabetized by first letter of students' last names.

6. If you have any specific questions about any sample, or any hesitation at all about whether a sample is appropriate, **STOP!!** Email your advisor (attach a scanned copy of the sample to the email) immediately and ask! Do not submit questionable samples, with the plan to fix them later if needed. Every portfolio brought to your Review meeting must be **DONE** first. We do not have the time to get back to you for fixes--they must be caught by you, or in your ES Group Portfolio Review meeting--not by the office!!