

How to Prepare for a Portfolio Evaluation



(...without losing your mind!)

Every homeschooler is required to have a portfolio...
So why not use it to meet the requirement for your
annual homeschool evaluation?

This presentation is intended for Florida based
homeschoolers who have chosen to use their child's
portfolio to meet the requirement for their yearly,
state mandated evaluation.

The guidelines presented here are based upon
requirements mandated by state law
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A portfolio is...

an organized collection of

records & documents,
lists & work samples,
photos, videos, & awards

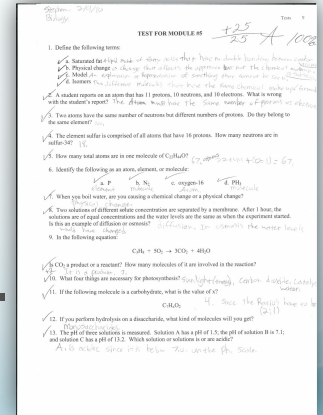
that tell the story

of your child's year of homeschooling.



Robert's Weekly Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BIBLE STUDY/ HISTORY	BIBLE STUDY/ HISTORY	BIBLE STUDY/ HISTORY	BIBLE STUDY/ HISTORY	BIBLE STUDY/ HISTORY
MATH	MATH	MATH	MATH	MATH
GRAMMAR/ RHETORIC	ITALIAN (Conson)	GRAMMAR/ RHETORIC	ITALIAN (Alma Mater)	GRAMMAR/ RHETORIC
PHYSICAL SCIENCE	PHYSICAL SCIENCE	PHYSICAL SCIENCE	PHYSICAL SCIENCE	PHYSICAL SCIENCE
CLASSICAL MUSIC SURVEY	PROTOCOL/ MARITAL STUDIES	DRIVERS EDUCATION	PROTOCOL/ MARITAL STUDIES	PHYSICAL EDUCATION

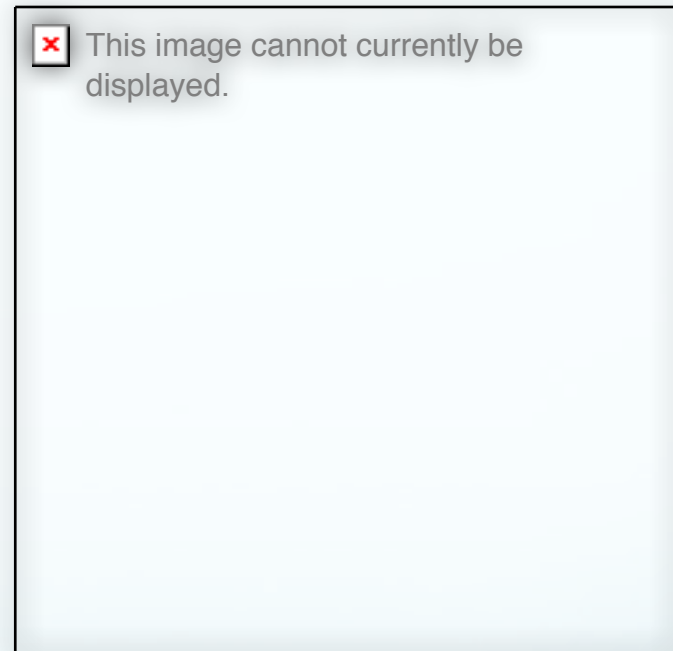
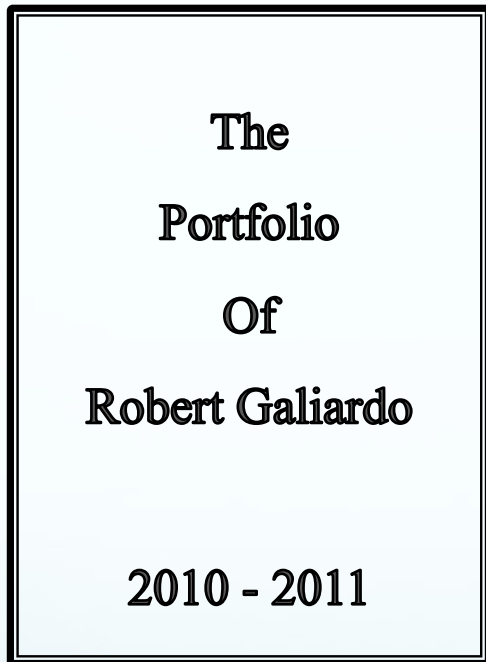


A portfolio is not...



EVERYTHING your child has accomplished all year!

A portfolio can be... plain or fancy.



You can submit a portfolio in-person, online or by mail. An online evaluation is more in-depth (and cheaper!). You don't have to *wait* while your evaluator goes through your portfolio! After your portfolio is reviewed, we'll just meet online using Skype, FaceTime, or Facebook Messenger-video option, and you will receive detailed feedback, guidance, and encouragement. If all goes well, your Certificate of Review will be emailed directly to you and your County Liaison.

But a portfolio should have these essential elements.

- ✓ Letter of Registration
- ✓ Curriculum List*
- ✓ *Pleasure Reading List*



- ✓ Daily Activities Log*
- ✓ Work Samples*
- ✓ Any Special Projects/Awards

*“Let’s explore these elements.
Next slide please!”*

*Underlined elements are those required by state law.

If you use FLVS, read the special section for you at the bottom of the Services


Letter of Registration

This an example of an official acceptance letter from the county acknowledging a parent's intent to establish a home education program for their child.

The enrollment date in the upper right corner serves as the date your child's yearly evaluation is due.

Be sure to schedule your evaluation early enough to ensure that you can get your "Certificate of Review" submitted to the county on time. Being late can give the county permission to either bring you before the board and/or close your homeschool program.

If you are going to be late, call your county liaison and ask for a two week extension. Then get busy!



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www.pinellas.k12.fl.us

October 7, 2005

Mr. & Mrs. Ray Galiardo
~~4202488888~~
~~4202488888~~ FL

Date Enrolled: October 4, 2005
Evaluation Due: October 4, 2006

Dear Parent/Guardian:

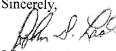
This acceptance letter is your official notification that we are in receipt of your intent to establish a Home Education Program in Pinellas County for Robert Galiardo. You should retain this acceptance letter for your file.

All parents or guardians who implement a Home Education Program must comply with requirements prescribed by law, including but not limited to attendance and record keeping.

Florida Law requires each school district to maintain names and addresses of parents or guardians who have established Home Education Programs. That list will be revised annually as parents or guardians initiate or terminate programs or as programs are found to be inadequate. Children who are of compulsory school age must attend a school (public or private) or be in a registered Home Education Program. If you choose to terminate your Home Education Program, you are required by law to notify this office in writing.

If your child is currently enrolled in a school, you must contact the school to return all textbooks, library books and other materials belonging to the school. Please note that Pinellas County Schools does not provide textbooks, instructional materials or assistance in the teaching of home education children.

If you need assistance, please call our office at 588-6209. Thank you for cooperating with this office and accept our best wishes for a good school year.

Sincerely,

John G. Lash, Coordinator
Partnership Schools & Child Care Programs

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Curriculum List

2010 - 2011
Curriculum List
for
Robert Galiardo

Basic Grammar 1:

"The Blue Book of Grammar and Punctuation," Tenth Edition, by Jane Straus, Jossey-Bass, c 2006

Classical Rhetoric 1:

"Classical Rhetoric through Structure and Style: Writing Lessons Based on the Progymnasmata," by Adam Muller, Institute for Excellence in Writing, c 2008

"Student Resource Notebook," Institute for Excellence in Writing

Italian 1:

"Italian Grammar Drills" by Paola Nanni-Tate, McGraw Hill, c 2007

Rosetta Stone, "Italian," Level 1 CD-Rom

"Italian Verb Conjugation Card," Marcel Danesi

"Italian Conversation Laminated Reference Guide," (Quickstudy: Academic) Inc. Barcharts; Pamphlet

"Italian Grammar," (Quickstudy Reference Guides-Academic) by Liliane Arnet; Pamphlet

Physical Science:

Apologia "Exploring Creation with Physical Science," 2nd Edition, by Dr. Jay L. Wile, c 2007, Apologia Educational Ministries, Inc.

"Solutions and Tests for Exploring Creation with Physical Science," 2nd Edition, by Dr. Jay L. Wile, c 2007, Apologia Educational Ministries, Inc.

"Physical Science," 32 week online course (including lab) with Catie Frates, Refer to www.catiefrates.com/high_school_science.html

History:

"Age of Revolution 1 (America/Europe, 1600 - 1800)," TruthQuest History, Deep, Thorough, Literature-Based Study Guides for grades 5 - 12 by Michelle Miller


"Age of Revolution 2 (America/Europe, 1800 - 1865)," TruthQuest History, Deep, Thorough, Literature-Based Study Guides for grades 5 - 12 by Michelle Miller

The Curriculum List is an element required by law. It should show each subject your child is taking and the materials used to teach that subject-including books, videos, DVDs and any online resources. Title and author will suffice. Listing them in detail here relieves you from listing them in such detail on the daily log. (Books read for pleasure are included on the "Pleasure Reading List.") Also no need to list every book in the reading program you used.


Pleasure Reading List



Should I
include a list
of PLEASURE
books we read
this year?



Yes, and
Yes!



Do library
receipts count?

The Pleasure Reading List is not an element required by law, but it speaks volumes about the interests of the student, and their interest in reading in general. This helps me relate to them and address any needs in this area during our interview. You may be able to set up an account with your library to keep your entire list on file and download it before your evaluation! If not, just list title and

Daily Log

An important element required by law. You can download my template for this which is located under “Educational Tools” on the “Links and Resources” page on my site. It will make this a lot easier.

Write down what you are planning & accomplishing each day in simple but detailed terms.

Doing this at the beginning of each week will REALLY improve your homeschooling!

I need to see three pages of this, or something like it, from the beginning, middle, & end of the year.

	Mon.	Tues.	Wed.	Thurs.	Fri.
Dates →)	8/15	8/16	8/17	8/18	8/19
Bible	John Ch. 1-2	John Ch 3-4	John Ch. 5-6	John Ch. 7-8	John Ch. 9-10
History	Read, “Diary of Sally Hester, 1849-1850”	Pick an activity to do from “Sally” book.	Make supply list for trail trip and map trail.	Research the “Donner Party” & give oral report.	Play “Oregon Trail” on Computer.
Science	Read pp. 1-15, Complete OYO questions	Write-up Lab 1.1, 1 & 2. Watch video for Class session # 4.	Complete Lab write-up 1.1, 3 & 4	Read pp.16-22, Complete OYO questions	Write-up Lab 1.2, 1 & 2. Watch video for class session # 5.
Reading & Lang. Arts	IEW-Make keyword outline from ”Advances in Medicine” article. Orally recreate.	IEW-Write story outline for,”Advances in Medicine” using keyword outline.	IEW-Rewrite “Advances” using outline. Add “Dress-ups” and “sentence openers.”	IEW- Use “Checklist” and type up composition.	IEW- Present composition orally!

Work Samples



- Perhaps the most important part of a portfolio, and required by law.
- Samples of daily work should be chosen from the beginning, middle and end of the year. *Keep in mind I am looking for progress- not perfection. If your file is too large- feel free to leave out the middle of the year work samples.*
- **Mark your calendar** to remind you to select one sample from each subject area *three times a year!* If you are planning an online eval- now is the time to scan these samples into your computer rather than doing it all at once at the end of the year. (ALERT- Words of Wisdom!)
- Work samples need to have the student's **name and date** on them and they need to be **GRADED**. Only submit samples accomplished during the year we are evaluating.
- Photos and recordings / videos of projects and performances count.

Remember- this is not *EVERYTHING* your child has done all year!



Extra-Curricular



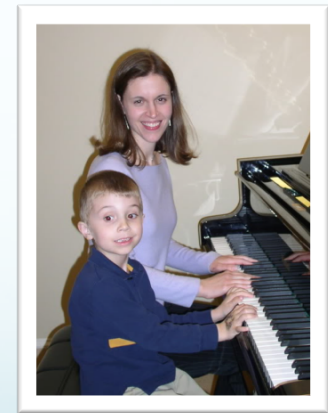
THIS is where you get to show off!

This section is not required by law, but it is the difference between a basic portfolio and a portfolio that is a real “Keepsake”!

Include photos, pamphlets, scorecards, tickets, etc., of



Fieldtrips
Mission trips
Volunteer work
Awards
Clubs / Hobbies



Recitals or Performances

International travel / Exchange student experiences

How do I submit my portfolio?

If doing an online evaluation, use your copy machine to scan the portfolio elements into one of these online delivery systems. They are easy and free. There are a couple of additional options on the Services page, but these are the best...

- ☆ Put your portfolio into a simple **PDF** format. This is my favorite method, and I think, the easiest for you. See the tutorial in the center of my Services page concerning how to do this. It's as easy as pie! Email it to me when you're done.
- ☆ Make a **Power-Point!** As you can see as you scroll through *this* power-point, I don't have to open multiple files (which slows down the entire review process.) I have a helpful tutorial that will walk you through how to do this in the center of my Services page. Email your power-point to me when you are done!
- ☆ You can also do it the old fashioned way and just **MAIL** it! Make copies of everything so I don't have to mail it back to you. I will properly dispose of it when I'm done with the review. You keep the originals for a minimum of two years (required by state law.)

Whichever method you choose- be sure to group the work samples together by subject when you scan the items in so I don't have to search through everything to find all the math, for example. And remember- not more than three samples from each subject area. Forget about just slapping it all in emails and sending it to me. This clogs up my email and can actually disable it, which will make a lot of people very angry. It's a "no no."

What's next?

Use that handy "Checklist" on our Services page and then...



Meet with your Evaluator either in-person or online for some valuable feedback. Enjoy another wonderful year of homeschooling!*

Submit to your evaluator the items seen in this presentation.

Pay for your evaluation using the PayPal option on the Services page of my site.

Fill out the "Contact" **AND** "Student Info Forms" found on our Contact page. Hit "Submit" on each form.

*Upon completion of a successful review, I'll email the Certificate of Review directly to you **and** to your county liaison. I will also send you some extra things to give you more feedback and help you all celebrate your successful year of homeschooling!

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Visit our website to:

Download our handy “Checklist.”

Find out about some great resources.

Read client testimonies.

Receive support and encouragement on our “Laugh” page.

And browse our online store and visit, [“The Christian Galiardo Memorial Library”](#)!

God bless you on your homeschooling journey!

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Bibliographical Info

Q. What is a portfolio? A. Section 1002.41, F.S. defines a portfolio as "A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used and samples of any writings, worksheets, workbooks, or reactive materials used or developed by the student." (As you teach, you should date and record the activities that occur and materials that are used.) The law further requires the parent or guardian to preserve the portfolio for two years and to make the portfolio available for inspection upon 15 days' written notice by the superintendent, or the superintendent's designee. Nothing in the Legislation requires the superintendent to inspect all portfolios.

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