

## Portfolio Beginning of Year Checklist Suggestions

√	Suggested Items
	Meet with your evaluator. Do you two agree on what you will do to meet evaluation standards?
	Purchase your notebook and dividers. Suggested dividers are: Administration, Learning Log or Lesson Plans, Reading, Spelling, Language Arts, Math, Science, Social Studies, or Unit Studies in place of Science and Social Studies, opt. Field Trips, Other.
	Date everything. A date stamper might come in handy.
	Watch your child in all core areas during the first week or two. Write Observation Notes for each area.
	Give your child a diagnostic reading inventory such as Slossons or Dolch Site Words to determine beginning reading level. Place in reading section of notebook.
	Have your child read a book at determined level. Copy a page to demonstrate the reading content and tape the child reading the book. Place these in the reading section of notebook as a beginning.
	Have your child write a narrative or include on tape a verbal narrative on book just read to demonstrate beginning comprehension skills. Place in reading section of notebook.
	Have your child complete a Student Reading Inventory. Place in the Reading section of the portfolio.
	Give a beginning spelling diagnostic test such as the Morris-McCall Spelling Scale or the Spelling Scale for Home Educators by Ventures. Place this in the spelling section of the notebook.
	Set up Spelling Word Folder and graph. Child will add words to folder as they are mastered. The graph is for recording weekly test scores.
	Include the first week's spelling test for a beginning sample of words and their skill level. Place these in the spelling section of portfolio.
	Use a writing prompt to get a beginning sample of your child's abilities. Writing prompts could include: My favorite holiday is..., The person I most admire..., I wish I could have lived during ....., A person is an adult when ....., I believe in Jesus because..... Place in Language Arts section of portfolio.
	Have your child complete a Student Writing Inventory. Place in the Language Arts section of the portfolio.
	Have your elementary level child produce a writing sample. One that has every letter of the alphabet represented is ideal. One popular example is: "William said that everything about his jacket was in quiet good condition except for the zipper." Place in Language Arts section of the portfolio.
	If using a curriculum for grammar, give a copy of the final as a pretest. Score and place in the Language Arts section of the portfolio.

	<b>Give an appropriate math fact quiz to elementary children. Time how long it takes them to complete the sheet. Note the time on the paper and score. Place in the Math section of the portfolio.</b>
	<b>If using a Math curriculum, give a copy of the final as a pretest. Score and place in the Math section of the portfolio.</b>
	<b>Have the student to complete a Student Math Inventory. Place in the Math section of the portfolio.</b>
	<b>If using a Science and Social Studies curriculum, give a copy of the finals to your student as a pretest. Score and place in the appropriate sections of the portfolio.</b>
	<b>Using pretests, notes from last year, and a grade level checklist of skills, check off areas your child has mastered and make note of areas needing work this year. Write out your objectives for each area. Keep referring back to these throughout the year to see how well you are progressing and keeping on tract.</b>
	<b>In your administration section of your notebook, include your course of study for your student.</b>
	<b>Begin your child's reading log and add to it daily. This will go into the reading section of your portfolio.</b>
	<b>Begin your attendance calendar and add to it daily (if you keep one). This should go into the administration section of your notebook.</b>
	<b>If you plan to include your field trip notes, begin that section and sheet now.</b>
	<b>Pour yourself a cup of tea and enjoy a treat. You did it! You are off and running into a great year and your portfolio is well established.</b>