

## Portfolio End of Year Checklist Suggestions

√	Suggested Items
	Give your child a diagnostic reading inventory such as Slossons or Dolch Site Words to determine ending reading level. Place in reading section of notebook along with your notes on student's progress.
	Give any other year-end diagnostics or finals to assess progress and include in proper sections of notebook with teacher's notes.
	Check to verify you have included a couple of samples demonstrating progress for every learning objective you had at the beginning of the year.
	Update your observation notes on how the child has grown in each area.
	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 an ending evaluation.
	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.
	Make sure all spelling word lists or graphs are completely updated and place in notebooks. Include samples of year end tests so one can see the progress in word skills.
	Use a writing prompt to get an ending 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. You may wish to use the same prompt as you did in the beginning of the year to better evaluate the progress.
	Place a list of all writing your child did in the Language Arts section.
	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. More ideas can be found in the Language Arts section on this website.
	If using a curriculum for grammar, give the final. Score and place in the Language Arts section of the portfolio making notes of the progress from the beginning pretest.
	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.
	If using a Math curriculum, give the final. Score and place in the Math section of the portfolio. Make notes of comparison from the pretest at the beginning of the year. Do you have enough samples from month to month showing the growth of your student?
	If using a Science and Social Studies curriculum, give the finals to your

	student. Score and place in the appropriate sections of the portfolio. Make notes of progress in comparing to the pretest at the beginning of the year.
	Look over your year's objectives. Have you met them with your student. Check off if you have and make notes for next year on the ones still needing to be done or to be worked on more.
	Finish up your child's reading log. This will go into the reading section of your portfolio. Make note of how many books the child has read and what genres were included.
	Finish up your attendance calendar if you keep one.
	Finish up your field trip notes.
	Have your student to complete a self-evaluation and to pick items from their portfolio to reflect on. Include those in the portfolio.
	Make your own narrative of student's progress.
	Include any medical and psychological notes that may have hindered progress this year.
	Include your table of contents.
	Is everything neatly labeled? Do you have notes on all samples you have included telling your evaluator why this piece has been included and what it tells about your child's progress?
	While everything is fresh in your mind, now is the time to plan next year's objectives. Those are also nice to include in this year's portfolio.
	Meet with your evaluator and answer any questions they may have.
	File your portfolio and celebrate a hard job well done!