

## Mailing or Dropping Off Home Instruction Portfolio

This document is intended as a source of information to assist parent/guardians who elect to submit documentation for a portfolio review by mail or drop-off.

The purpose of a portfolio review is to ensure that the homeschooled student is receiving regular, thorough instruction in English/language arts, mathematics, science, social studies, art, music, physical education, and health.

### Overview

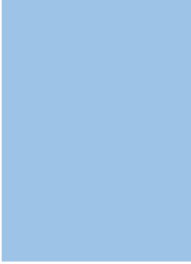
This option allows for families to mail or drop-off the documentation to us without having to schedule a time to speak on the phone or conduct a video conference. The reviewer will complete the Portfolio Review Form and it will be emailed to the parent/guardian.

\*Please note: You are welcome to utilize any format that is currently offered.

### Information

- Submit 3 artifacts per subject.
- Clearly label the envelope that you send with your child's first and last name. At most, send or drop off one 12" by 15" envelope for each child.
- If you would like it returned to you, please include a self-addressed envelope for us to get it back to you.
- Ensure that documentation is provided for all 8 required subjects or an explanation for the lack of documentation (For example: Health was documented at the first semester portfolio review. Phys. Ed. was completed in 9th grade and student is in 10th grade.)
- (Optional but helpful) Complete the semester [Parent Portfolio Summary Review Form](#) to provide a summary of instruction in each subject area.
- To drop off your portfolio, call the Department of Student Services at 443-550-8460. We will coordinate a time to meet you at the doors of the CCPS Board of Education building to accept your envelope(s).
- A drop box is also available at the Main Entrance for labeled envelopes **(Max size: 2" thick and 13" long)**.

2 inches 

  
13  
inches