

## **Top Ten Tips for Creating a Review Portfolio**

To assist parents in compiling a portfolio that will be judged in compliance with **COMAR**, the following suggestions and recommendations are offered:

1. Give evidence of a regular instructional schedule by presenting a plan book or log which records instruction conducted in each subject throughout the school year. Logs can be especially helpful to document P.E. activities
2. Consider taking photos or short videos to document activities such as musical instrument or choral practice and/or recitals; little league sports; lessons in gymnastics/martial arts/dance, etc. Registration forms from such classes/teams/clubs are also acceptable.
3. Include approximately three student work samples per week from each required and elective subject.
4. Date all student work including workbook pages, art work, tests and projects.
5. Arrange the portfolio by subject.
6. Bring evidence of the scope of each curricular subject or topics taught in each subject. (e.g. textbook; copy of table of contents from textbook; computer printout of syllabus from online courses). When the curriculum does not follow a prepared text or packaged course, provide an outline or list of topics covered.
7. When using a series of workbooks, bring the first and last workbook completed.
8. Pick up brochures to document optional field trips.
9. If enrolled in online instruction, bring work samples and printouts regarding student participation and progress. Most online instructional programs list dates when students logged in, percentage of course(s) completed and scores on assessments.
10. Keep a reading log of books read or bring receipt tapes from the public library.