

PREPARING YOUR PORTFOLIO

As per Comar [13A.10.01.01](#) - Home Instruction Program

It is recommended that you refer to the [SMCPS Department of Curriculum and Instruction Website](#) when creating your curriculum(s) for home instruction.

**** Online learning platforms are not [MSDE approved Non-Public schools](#).** although home instruction families are permitted to use these platforms for home instruction, the curriculums that are created for the student(s) must align with SMCPS. Students participating in home schooling/home instruction are to receive regular and thorough instruction during the same period in studies usually taught in the public schools of children the same age.**

What to include in the portfolio?

We recommend that the portfolio include:

- A lesson plan or schedule
- Relevant materials, such as instructional materials, reading materials, and examples of child's writings, worksheets, workbooks, creative materials.
- Adequate work samples for each subject throughout the period of instruction (screen shots must be clear and contain the students name and date of work sample).
- Samples of completed tests or completed assessments
- Work should be dated and graded
- Optional: Photographs, certificates, awards, student journals, and programs may be used to document work. Online learning platform report card/progress report.

Organizing the portfolio

- Use a tabbed notebook or pocket portfolio.
- Use one notebook for each student
- Arrange work chronologically by subject area.
- Use a composition or spiral notebook for each subject.
- Work samples should coincide with lesson plans or schedules.

The Review Session

- Reviews are submitted using the [Cognito Link](#) provided to you in the notification letter you will receive at least 2 weeks prior to the start of the reviews. Do not email information as it will not be reviewed
- A Zoom Review can be scheduled if you do not have the technology to upload your review information.

If you do not have the means or technology to submit your review materials online, or attend a Zoom Review, you can request an In-Person Review.