

End of Program Year Portfolio Procedure

Policy: At the end of the program year, portfolio contents will be shared with parents and the child's upcoming school for kindergarten.

Performance Standard 1304.21(c)(2)

Procedure:

- Please make **two** copies of the following items:
 - Parent-Teacher Conference Forms (after final home visit is complete)
 - Parent Educational Goals
 - Summer Goal
 - Pg 7 of the ESI (**Make sure the child's name is on this sheet**)
 - COR Parent Reports
 - Pre-K PALS Parent Reports
 - Letter Identification Checklist
 - Mastered ILP's
- **Clip the originals together and give to the Education Coordinator.** These will go in the child's central file and they are the program's documentation that these areas have been addressed. These are extremely important to have from all children.
- **One copy will go to the parents.**
- **The final copy will stay in the child's portfolio.**
- Only make copies of the **mastered** ILP's, not pending. Send home one copy and leave one copy in the portfolio. All of the original ILP's (mastered & pending) need to be placed with the other originals and turned in.
- Please refer to the End of Year Distribution of Portfolio Contents for more detailed instructions.
- Please make sure that parents have signed all forms that require their signature.

Referenced Procedures:

Final Home Visit Procedure

Referenced Forms:

Parent Educational Goal

Summer Goal

Alphabet Recognition Checklist

Kindergarten Transition Form

End of Year Distribution of Portfolio Contents