

## Portfolio Procedure

**Policy:** The student's portfolio is an invaluable piece of the ongoing assessment process. As such, it should contain samples of student work (photos can also be used) as well as other forms of assessment.

*Performance Standard 1302.33 Child Screening and Assessments, 1302.31 Parent and Family Engagement in Education and Child Development Services*

### Procedure:

- The portfolio should contain work samples that are collected throughout the program year. Periodic collection of work documents the progress that a child is making and is a good reference when meeting with parents, staff, and school personnel. Samples, (including photos to document progress) should be collected.
- The portfolio should have samples in the following areas:
  - Gross/Fine Motor: Cutting, tracing, writing, drawing, gluing objects on paper, etc...
  - Language/Literacy: Writing samples, story dictation, making books, etc...
  - Math/Science/Logic: Patterning, counting objects, comparisons, sorting objects, etc...
  - Self Help/Socialization: Anecdotes/pictures pertaining to self help accomplishments, relationships, etc...
- Before each parent-teacher conference (November, February & June) similar work samples should be placed in the portfolio (i.e., cutting sample, writing sample, drawing sample, story dictation.) The samples should be shared with parents to give a concrete example of their child's baseline, midline, and end of year performance.
- Additional information should also be in the child's portfolio:
  - ESI/ESI Letter
  - ESI Parent Questionnaire
  - COR Parent Report
  - Pre-K PAL's Test
  - Pre-K PAL's Parent Report
  - ILP
  - Parent Educational Goals
  - Parent/Teacher Conference Forms
- A portfolio tracking sheet is used as a check sheet.
- Portfolios will be monitored on to ensure that individual goals are being met.

