



Group Portfolio

Assembly

Packet

2018-2019

Homeschoolers of Maine
337 Hatchet Mountain Rd., Hope, ME 04847
Telephone: 207.763.2880 Email: homeschl@midcoast.com
www.homeschoolersofmaine.org

Introduction

Maine homeschoolers are required to submit annual assessment results to the Maine Department of Education and their local superintendents. Many homeschoolers (especially new homeschoolers) become concerned about the annual assessment required by the state. HOME has provided a convenient annual assessment option that is completely homeschool friendly and fulfills the state requirements. In addition, families who choose to participate will be financially supporting Homeschoolers of Maine.

HOME recommends a portfolio evaluation as a means of annual assessment for homeschooled children. Evaluations through HOME are a simple and easy solution for homeschooling families. HOME offers a review committee including a Maine certified teacher to conduct portfolio evaluations. The committee does not critique or make judgments concerning choices or methods of homeschooling. The purpose of evaluations is to verify that work was accomplished, progress was made, and records were kept according to the state's requirements. Portfolio evaluations also provide an opportunity for experienced homeschoolers to help other homeschooling families who might be struggling in some way.

Upon completion of the evaluation, families will receive a letter written and signed by a Maine certified teacher. Keep in mind that the teacher's social security number is on file with the Department of Education. Though it is required, it will not be included on the letter. **A copy of this letter should then be sent to the Department of Education and the local superintendent via certified mail, return receipt requested.** A copy of the letter should be made and kept for your files, as well.

To participate, please follow these steps:

1) Fill out the enclosed Registration Form. Enclose a check with your form, made payable to HOME in the appropriate amount listed below.

Portfolio Costs:

\$49 if received at least two weeks prior to your preferred review date

\$59 if registering after the two week registration deadline

Fees must be received at least two weeks before your preferred review date and are not refundable after that date.

HOME VIP Families receive one free portfolio packet and a 20% discount on remaining reviews

HOME Founding Families receive a 15% discount

HOME Friends of Families receive a 5% discount.

If you'd rather register electronically, scan your registration form and email it to HOME at homeschl@midcoast.com. Make your payment through PayPal with your debit or credit card by using the Donate button on the home page at our website (www.homeschoolersofmaine.org).

Please consider supporting HOME further by rounding up when you submit your payment.

2) Mail this form to: HOME, 337 Hatchet Mountain Rd., Hope, ME 04847. It must be received two weeks prior to your preferred review date or late fees apply.

3) Bring the cover page of each subject (bringing your entire portfolio is optional), a willingness to share about your child's progress through the year, attendance form and subject cover pages to the Group Portfolio Review with you.

Annual Assessment Requirements

State of Maine Requirements:

1. Review and acceptance of progress by:
 - A) a Maine certified teacher, or
 - B) a homeschool support group that includes for this purpose a Maine certified teacher or administrator who has reviewed a portfolio of the student's work
2. Evidence of fulfilling the compulsory attendance law (175 days of educational instruction completed).
3. Evidence that the following subjects have been taught: English and language arts, math, science, social studies, physical education, health education, library skills, fine arts, and in at least one grade from grade 6 to 12, Maine Studies. At one grade level from grade 7 to 12, the student will demonstrate proficiency in the use of computers.

Additional Homeschoolers of Maine Requirements for Portfolio Reviews:

Homeschoolers of Maine requires additional material, as this is the best way for teachers to be able to do the review without meeting directly with families.

1. Resource/text information by subject
2. Reading list by subject, as applicable
3. Field Trip list by subject, as applicable
4. Sample of journal pages
5. Transcript (if applicable)

Helpful Information to Include That Is NOT Required:

1. Parent comments on the **Subject Cover Page**.
2. **Goals and Objectives form**.
3. Photos of work that could not be described or included otherwise in the portfolio.
4. Questions or concerns the parent may have about the child's progress.
5. **Additional Educational Resources form**.
6. List of **Online Courses or Courses Outside the Home**.
7. **IEPs, IFSPs, Physician Evaluations, Public School Report Cards, and/or Test Results** for your Special Needs or Gifted Child

Test Results for Assessment Purposes:

Standardized testing is a legal and acceptable method for annual assessment and is acceptable to HOME as an alternative to a portfolio review. Some homeschool families prefer standardized testing as a means for annual assessment, but most are not comfortable having those results kept on file with state and local public-school officials. It is not necessary for standardized test results to be filed with public school officials. Families may submit standardized test results to HOME for assessment purposes in lieu of submitting a portfolio of work. When families choose this method for review of progress through HOME, all of the REQUIRED forms in the form section must be filled out and submitted to HOME along with test results. Follow all other portfolio assembly instructions, as well.

A Portfolio in a Nutshell

When preparing your portfolio for annual assessment, focus mainly on including evidence of the following few things:

- All the required subject areas set forth in your letter of intent
- 175 days of instruction (attendance chart)
- Demonstration of student progress with 2 work samples per quarter, per subject. Consider using weakest samples from the beginning of the year, improving samples from the middle of the year, and the best samples from the end of the year so that student progress is obvious. Additionally, if you use a standard curriculum with tests, consider giving the unit test before you begin the unit, and then again at the end for comparison.

For more information and specific details for setting up your curriculum, please read through the Portfolio Packet in its entirety.



Group Portfolio Pre - Registration Form

Please return this form with your payment to HOME, 337 Hatchet Mountain Rd., Hope, ME 04847 2 weeks prior to your chosen group review date. This will make it possible to have your letter available immediately following your portfolio review.

List all information and names as they were listed on your notice of intent or subsequent letter of intent.

PLEASE PRINT CLEARLY.

Date of Group Portfolio Review: _____

Location of Group Portfolio Review: _____

Parents: Father's Name: _____

Mother's Name: _____

HSLDA account number: _____ (HSLDA Members receive a \$10 discount. Visit www.hslda.org to join.)

Children (the names and grades of those whose work is to be reviewed):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Address: Street or Box Number: _____

Town and Zip Code: _____

Telephone: _____ Email: _____

Please check all applicable items on the list:

____ I am a _____ (Friends of Family, or Founding Family supporter)

____ I am reducing my payment by _____ (\$2.45 or \$7.35) per portfolio

____ I am a VIP Family supporter and entitled to one free portfolio review

____ I am a VIP Family supporter and reducing my payment by \$9.80 per additional portfolio

____ My payment of \$49 **per portfolio** is enclosed.

____ My payment of \$59 **per portfolio** (if registering after the registration deadline) is enclosed.

Mail to:

**Homeschoolers of Maine
337 Hatchet Mountain Rd.
Hope, ME 04847**

Portfolio Assembly Instructions

1. Purchase a large (3 inch) three-ring binder with pockets, subject dividers and plastic sleeves for each child.
2. Please print or type when filling out all portfolio forms.
3. Please use plastic, hole-punched sleeves for all work samples. No loose items (books, journals, tapes, etc.) should be included.
4. Please use dividers to separate each subject.
5. Use the **Subject Cover Page** in the portfolio packet for the beginning of each section. This form includes room to list resources used and for parents to write their evaluation of the child's progress. If the course was taken elsewhere (public school, adult ed., college class, etc.), please include all pertinent information on that course. Please also note if the student has any special needs or learning disabilities in the particular subject area.
6. Please include two samples of work (copies or actual work samples, not website links to samples) in each subject for each quarter. These may be copies of work done. *
7. Place portfolio of work for each child in a binder. Portfolios not placed in large, three-ring binders will not be accepted. The **Student Information Sheet** should be placed under the clear cover or as the first page in the binder.
8. Make sure that **Attendance Charts** for each child are completed and included in their Portfolio, and placed immediately after their **Student Information Sheet**.
9. Please include a separate **Reading List** and **Field Trip Log** for each subject, as applicable.
10. Include four samples of your lesson planner or journal in the portfolio OR use the **Goals and Objectives** page to plan your direction and/or chart your progress.
11. If the binder does not have the clear plastic cover where the student information sheet can be inserted, please write the child's name and telephone number on the cover of the portfolio.
12. During the high school years, please include an up-to-date **Transcript** for review.
13. Complete the Portfolio Checklist on the next page to insure that all pieces have been included, and all steps completed before mailing Portfolio.
14. Be sure to read the **Before You Begin** section.

For your convenience, there are blank copies of all bold printed forms in the Form section of this Portfolio Packet. Make as many copies as needed for each child's individual Portfolio. Forms required by HOME are marked **REQUIRED in red at the top of the page. (Using similar forms from another record keeping system is permissible.)**

*If the material submitted does not show progress, more material will be requested or a conference with the certified teacher will be requested.

Before You Begin

- Be prepared! Purchase any supplies needed for the portfolio during the summer months (binders, plastic pages, paper, divider tabs, pens, markers, storage folders, etc.).
- Purchase an additional binder for record keeping. Copy pages to use for planning or journaling throughout the year from HOME's e-book. Using your additional binder, create a planner notebook for daily use; or purchase a ready-made planner that suits your needs.
- Make copies of the required and desired pages and forms that you have decided to use from HOME's e-book to record information. Keep them in your planner notebook for easy access, and update as often as necessary.
- Prepare your portfolio for use prior to the start of the new school year, so that you can add to it at regular intervals throughout the year. At the end of the year, your portfolio will be complete and ready to submit!
- List your overall goals and objectives at the beginning of each semester as way to prepare for the work ahead and gauge progress. Be prepared to adjust goals and objectives! Keep these pages in your planner notebook.
- Use an organizing file such as an expanding file folder as a "working portfolio." Store work samples until ready to make final choices. Do not feel the need to save everything! Save only the best samples.
- Purchase an album for photo storage or store photos digitally. Keep a camera handy at all times to record special moments of success, projects, field trips, etc. Review photos monthly or quarterly, and make final selections to include on HOME e-book photo pages. Add captions to your photo pages to describe the project, event or activity.
- Begin to build and continue to maintain the final portfolio as the year progresses. Review work stored in the working portfolio monthly or quarterly. Choose samples of work that best reflect student mastery, and add them to the portfolio.
- Near the end of the school year, begin to add all completed required pages and other desired forms to the final portfolio.
- Review and discuss the portfolio with the student, and make any desired last adjustments.
- Be sure to encourage the student to show the final product to friends and relatives. Students enjoy sharing their yearly accomplishments with others!

- Store your child's completed portfolio in a safe place after it is returned from HOME. You may need it in case of a move to another state, for obtaining course credit if your child re-enters public or private school at any point in his or her school career, and to keep handy documentation of college courses taken or special certificates received. In addition, as your child grows up, he or she will enjoy looking back on previous years of homeschooling by reviewing the portfolio. Some homeschooled students even save their portfolios into adulthood, and enjoy sharing them with their own homeschooled children.
- Social Studies can cover a variety of subjects from Community Helpers in the primary grades to Government and Economics in high school. Courses your students may be interested in might include: history, geography, government, civics, economics, religion, philosophy, psychology, sociology, anthropology, criminology, ethics, or law.
- Documenting Physical Education is not as difficult as it might seem. Keep a chart that can be checked off when children participate in sports activities, classes such as swim or dance, or go for walks, hikes or bike rides. Include pictures of the children in various activities as well. There are no hard and fast requirements on how much or when to do P.E.
- Fine Arts is easier to cover and document than you may think. Whether it's playing an instrument, taking a class, visiting an art museum or going to a concert, there are many fine arts activities that naturally occur throughout your homeschooling journey. Document them with ticket stubs, photographs, programs from performances, etc. Some areas of interest for your student may include: concerts, art museums, music lessons, dance lessons, studying well known artists/musicians, film, sketching, painting, photography or theater.
- Library Skills involves children learning not only how to check out books from the local library but skills like alphabetizing, how books are categorized, where books are located, and different media sources available through the library. Instruction may be given by the local librarian or through various printed texts on the subject. Homeschoolers of Maine offers its own unique Library Skills Unit Study to guide parents in covering this requirement. Contact HOME for a copy.
- When utilizing computer based and online programs, be prepared to periodically print items for documentation in your portfolio. Print and save items such as the program syllabus, assignment pages and samples from online discussions. In addition, print and include any instructor or program evaluations or progress reports to show the student's progress.
- A transcript is a one-page academic record of the student's high school coursework. This important document may be requested by future employers, military enlistment officers, colleges and technical schools during the student's application and admissions process.

Parents are responsible for creating and maintaining transcripts. It is much easier to maintain a transcript year by year, than to attempt it all at the very end. The completed one-page transcript should reflect a compilation of the student's coursework for each year during high school.

Because homeschool transcripts are the responsibility of the family, they are more vulnerable to loss and destruction. Preservation measures are very important. For safekeeping, store our transcript both as a computer file and as a paper copy in a secure place with other important family documents. In addition, file a copy in a cloud storage system, such as Dropbox.

For more information on transcripts, visit: <http://www.hslda.org/highschool/academics.asp#transcripts>

<https://store.hslda.org/high-school-transcript-service-p262.aspx>

Portfolio Checklist

- _____ Used a large, three-ringed binder and plastic sleeves.
- _____ Used dividers to separate subjects.
- _____ Included the **Subject Cover Page** with resources and parent evaluation for each subject area.
- _____ Included two samples the student's work per quarter for each subject.
- _____ Included four samples of plan book or journal entries.
- _____ Included **Attendance Chart**.
- _____ Included a **Field Trip Log** for each subject area, as applicable.
- _____ Included a **Reading List** for each subject area, as applicable.
- _____ Included a blank copy of the **Elementary** or **Secondary Portfolio Evaluation Checklist**.
- _____ Include an up-to-date **Transcript** for review (high school students only).
- _____ Used **Optional Forms** as desired for each subject area.
- _____ Included student's name and telephone number on the outside of the Portfolio.

SPECIAL NEEDS AND GIFTED ADDITIONAL INFORMATION REQUESTED

The additional requested information is not for assessment purposes but for background information only and will be helpful to the teacher reviewing the portfolio. Please include only what is applicable for your child and **what you are comfortable sharing**.

- _____ IEP
- _____ IFSP
- _____ Report Card from Previous Public-School Teacher
- _____ Doctor/Physician Reports or Evaluations
- _____ Results of Any Testing That Has Been Done



Student Information Page

(This should be the top page visible in child's portfolio, when submitting it for review.)

Student's Name: _____

Student's Grade: _____ Birthdate: _____

Academic Year for Portfolio from: _____ to _____

Parents:

Father's Name _____

Mother's Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

_____ Student will be returning to public or private school in the fall.

If your child has special needs or is gifted, please provide any information here that you want us to know about your child or share any concerns you may have.

**Homeschoolers of Maine
337 Hatchet Mountain Rd.
Hope, ME 04847
(207)763-2880**

Date: _____

Homeschool Enrollment
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023

To Whom It May Concern:

Our review committee has evaluated the _____ portfolio for the student listed below. The portfolio included samples of work, journal entries and plan books, an attendance chart, field trip log and reading list, and quarterly evaluations.

<i>NAME OF STUDENT:</i>	
<i>ADDRESS:</i>	

We have found that sufficient work has been accomplished, progress has been made, and records have been kept according to state requirements. We recommend that the student proceed to the next level in his/her program of study.

A copy of my current Maine teaching certificate is on file in your office. My certificate number is

_____.

Sincerely,

Maine Certified Teacher Signature

Print Name Here

ELEMENTARY PORTFOLIO EVALUATION CHECKLIST

This form will be filled out by a HOME Reviewer. Please include a blank copy of this form in the front pocket of your child's portfolio for HOME use if your child is in grades K – 8.

Student's Name: _____

Grade: _____ Date of Completed Evaluation: _____

This portfolio included the following:

	Language Arts <input type="checkbox"/> Reading/Phonics <input type="checkbox"/> Writing <input type="checkbox"/> Spelling/Vocabulary <input type="checkbox"/> Grammar <input type="checkbox"/> Handwriting <input type="checkbox"/> Listening & Speaking Skills
	Mathematics
	Science
	Social Studies
	Health Education <i>(if applicable)</i>
	Maine Studies
	Library Instruction <i>(if applicable)</i>
	Fine Arts
	Physical Education
	Attendance Record
	Journal Entries
	Field Trip Log
	Reading List
	Parent Evaluation
	Other:
	Other:

SECONDARY PORTFOLIO EVALUATION CHECKLIST

This will be filled out by HOME reviewer. Please include a blank copy of this form in the front pocket of your child's portfolio for HOME use if your child is in grades 9 – 12.

Student's Name: _____

Grade: _____ Date of Completed Evaluation: _____

This portfolio included the following:

	SUBJECT
	English
	Mathematics
	Science
	American History
	Social Studies
	Computer Skills <i>(demonstrates proficiency)</i>
	Health <i>(one-half year required)</i>
	Maine Studies <i>(one-half year required)</i>
	Fine Arts
	Physical Education <i>(one year required)</i>
	Home Economics
	Foreign Language
	Other:

This portfolio also included:

	Attendance Record
	Journal Entries
	Field Trip Log
	Reading List
	Parent Evaluation
	Transcript

Subject Cover Page

Use one form for each subject being taught.

Student's Name: _____ **Subject:** _____

Course Duration: _____ Quarter _____ Semester _____ Year Long _____ Hours Logged

(Though logging hours is not required by law, the practice may be helpful when a particular course of study is non-traditional, self-designed and less defined by the use of a specific curriculum.)

Does the student have any special needs or learning disabilities that impact learning in this subject area?
If Yes, please give a brief explanation:

Text/Resources Used:

In the case of self-designed courses, write a brief course description here:

Parent Evaluation – Briefly describe the progress made in this subject, this year. What were the milestones?

Additional comments, questions or information the reviewer should know:

Reading List

Student's Name: _____

Subject: _____

(Use one sheet for each individual subject section, as needed.)

Title	Author

Portfolio Field Trip Log

Use a separate log for each subject area, as needed, and include it in the appropriate section of the portfolio.

Student's Name: _____

Subject: _____

Date	Field Trip Destination	Description

REQUIRED

Attendance Chart

Student Name: _____

Academic Year: _____ Days of Homeschool Instruction: _____

Days of Public/Private School Instruction: _____

If Total Days of Instruction is less than 175, please explain: _____

X=present H=holiday

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															

REQUIRED

Transcript Form

To be filled out by parents of students between 9th and 12th grade for the appropriate year. Or use a transcript form of your choice.

OFFICIAL HIGH SCHOOL TRANSCRIPT											
STUDENT INFORMATION			SCHOOL INFORMATION								
FULL NAME:			NAME:								
ADDRESS:			ADDRESS:								
PHONE NUMBER:			PHONE NUMBER:								
E-MAIL ADDRESS:			E-MAIL ADDRESS:								
DATE OF BIRTH:											
PARENT/GUARDIAN:											
ACADEMIC RECORD											
SCHOOL YEAR:		GRADE LEVEL:		SCHOOL YEAR:		GRADE LEVEL:					
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>						
Total Credits:		GPA:		Cumulative GPA:		Total Credits:		GPA:		Cumulative GPA:	
SCHOOL YEAR:		GRADE LEVEL:		SCHOOL YEAR:		GRADE LEVEL:					
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>						
Total Credits:		GPA:		Cumulative GPA:		Total Credits:		GPA:		Cumulative GPA:	
ACADEMIC SUMMARY			ATTACHMENTS			<i>I do hereby self-certify and affirm that this is the official transcript and record of (Name of Student) in the academic studies of (Academic Years).</i> Signature: _____ Title: _____ Date: _____					
CUMULATIVE GPA:			<input type="checkbox"/> Grading scale <input type="checkbox"/> List of other schools attended <input type="checkbox"/> Other:								
CREDITS EARNED:			<input type="checkbox"/> Other:								
DIPLOMA EARNED:											
GRADUATION DATE:											

Possible Grading Scale and GPA Scale

Scale recommended for use by CollegeBoard.com. Individual families may create their own. Be sure to include a key with transcripts for high school students.

Letter Grade	Percentage Grade	Grade Point
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

Homeschoolers of Maine
Educational Resources Log

Use one log page for each subject, as necessary.

Student's Name: _____

Subject: _____

Date	Title/Website	Author/Composer	Internet	Audio	Video	Music	iBook	Non-fiction	Fiction	Biography	Reference

Goals and Objectives

(Required for Special Needs Students)

Student Name: _____

Academic Year: _____ **1st Semester:** _____ **2nd Semester:** _____

Use this page as an exercise to help you and your student plan the year and re-evaluate progress throughout the year.

Goal or Objective:	Accomplished: