

Instructions for Completing the Portfolio Review Form

Each family enrolled with Churchville Christian School (CCS) is required to maintain a “portfolio” of samples, or other written documentation, of each child’s work for each subject covered during the school year, each student must have one review each school year. Subjects to be covered during each school year are Biblical/Christian Studies, English, Math, Science, Social Studies, Art, Music, Health, and Physical Education. For high school requirements please check the CCS website. The portfolio review form is used to document the review process & to record the courses covered during the school year, the reviewer will use it to verify that a family has shown satisfactory written documentation of regular instruction.

The Review Process: A review may be done using one of the following methods:

1. An in Person or Remote Review with an Approved CCS family.
2. Emailing samples of work to CCS using Google Drive or another Cloud Storage System.
3. A certified public or private school teacher.
4. Your Pastor or Church Official. NOTE: If you use #3 or #4, please provide the reviewer’s name, official title, and contact information at the bottom of the review page.

- A parent must schedule the yearly review: A current group list can be emailed to you upon request. Always sign, date, and include your CCS ID# on all forms. If a review was conducted remotely, print the reviewer’s full name and ID# and note how the review was completed. (Zoom, Skype, Facetime, etc.)
- Textbooks, workbooks, or other material used as documentation should be noted beside the course name.
- Please send the completed Portfolio Review Form with your Renewal Form before the appropriate due date.

Reviewer’s Instructions

- Each course listed on the Portfolio Review Form should be verified for written documentation showing evidence that regular instruction has been taking place in the courses listed for each student. If written documentation of regular instruction has been shown, the reviewer should initial the small box for each course. If written documentation could not be shown, an “X” should be placed in the small box for the undocumented course. (See Examples 1 & 2 below)
- The reviewer should print, sign, date, and include your CCS ID# at spaces provided at bottom of form.

Other Notes

- A Review can be done when approximately 80% of the year’s schoolwork is completed.
- Acceptable forms of written documentation may include textbooks, workbooks, written work samples, tests and quizzes, calendars, journals, photographs, activity programs & bulletins, or other similar materials.
- For High School Student (9th – 12th Grade), Please include a completed high school credit report. Forms can be found at the CCS website; transcripts will be emailed upon completion.

Example – 1.

	Student: Jimmy Doe 10 th Grade		Student: Sally Doe 5 th Grade	
Biblical / Christian Studies	Old Testament Survey Alpha Omega Grade 10 Bible	<i>BL</i>	Bible Memorization & Character Studies	<i>BL</i>
English	Literature: Classical Writings Homer: Odyssey. Plato’s “The Republic”	<i>BL</i>	Language Arts through Literature. Weekly Spelling/Vocab lists with quiz	<i>BL</i>

1. The student’s names and grade level are completed in the header of each column.
2. The course name is listed for each subject area.
3. The materials used, or other forms of documentation are listed below the course name.
4. The reviewer’s initials have been placed in the small box for each course verified.

Example – 2.

Health	Basic Hygiene.	X
--------	----------------	---

Example 2: The reviewer places an ‘X’ in the box for Health, no written documentation was shown.