

Instructions for Completing the Portfolio Review Form

Each family enrolled with CCS is required to maintain a “portfolio” of samples, or other written documentation, of each students work for each subject covered during the school year, every 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 and to record the courses covered during the school year.

Optional ways to complete the yearly Portfolio Review

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. (A Retired Public or Private Teacher is fine also.)
4. Your Pastor or Church Official. NOTE: If you use #3 or #4, please provide the reviewer's name, official title, and the Email of the reviewer at the bottom of the Portfolio Review.
5. Mailing hard copies of samples of work to the CCS office. (Samples will be discarded after we review them.)
6. Transcripts from an Accredited Online School or College. (NOTE: *Curriculum*s such as *Easy Peasy* and *Time for Learning* are not Accredited Curriculum and would always require work samples, please search online for Accreditation.)

The parents should schedule the yearly review: A confidential 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.

Reviewer's Instructions

1. Each course listed on the Portfolio Review Form should be verified for written documentation showing evidence that regular instruction has been taking place for 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)
2. Note: Computer generated dates and times and scores alone are not adequate for a portfolio review. Hard copy samples of work must be shown to the reviewer to prove continuous homeschooling throughout the school year. It is the responsibility of the family to provide adequate samples of work for a yearly portfolio review.
3. The reviewer should print, sign, date, and include your CCS ID# if you consider the review samples adequate.

Other Notes

1. You can review a Sample Portfolio Review and High School Credit Report at the CCS Website.
2. A Review can be done when approximately 80% of the year's schoolwork is completed.
3. 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.
4. High School Students (9th – 12th Grade), Include the High School Credit reports as applicable. (Download at CCS Website)

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	BL	Bible Memorization & Character Studies	BL
English	Literature: Classical Writings Homer: Odyssey. Plato's "The Republic"	BL	Language Arts through Literature. Weekly Spelling/Vocab lists with quiz	BL

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