

Emailing Official Grade Report/Official Transcript from Online School or Program

This document is intended as a source of information to assist parents/guardians who elect to submit documentation for a portfolio review by email. The purpose of a portfolio review is to ensure that the homeschooled student is receiving regular, thorough instruction in English/language arts, mathematics, science, social studies, art, music, physical education, and health.

Overview

While this is an efficient option for anyone using any instructional program that provides families with a computer-generated official grade report or official transcript, parents/guardians are free to choose any portfolio review option. This option allows families to email the documentation to us without having to schedule a time to speak on the phone or conduct a video conference. The reviewer will complete the Portfolio Review Form and it will be emailed to the parent/guardian. **Many online schools and programs, including colleges, have some form of an official grade report or official transcript to inform parents of a student's progress. These documents can usually be saved as a PDF file and emailed to the reviewer. Students who are enrolled at the College of Southern Maryland can also email their official transcripts. Screenshots and any other type of unofficial printout or copy from an online school will not be accepted.**

For questions regarding the available information that documents a student's progress or how to obtain the progress information, parents should contact their online program/school. If art, music, physical education, and/or health is not covered by the student's online program, additional documentation will need to be provided by including a log, scanning documents, or taking photographs that can be attached to an email.

*Please note: Parents whose students utilize online programs are not required to submit a portfolio in this format. You are welcome to utilize any form of review listed on our website.

Technology Information

- We can receive attachments that are saved as PDF files, JPEG (for photographs only), or Microsoft Office documents. We cannot access online links (like Google Drive).
- Clearly label each email (in the subject line) that you send with your child's first and last name.
- For technology assistance, most online programs will have Tech Support.

Checklist for Emailing Official Grade Report

- Send an email to PortfolioReviews@calvertnet.k12.md.us with a grade/progress report with your child's name in the subject line.
- Provide documentation/artifacts for subjects that are not covered by the online coursework.
- Ensure that documentation is provided for all 8 required subjects.
- (Optional but helpful) Complete the semester [Parent Portfolio Summary Review Form](#) to provide a summary of instruction in each subject area.

Scanning Recommendations

If using an iPhone, go to "Notes" and select the link to add a note. Select the camera and "scan document" option. Once you take a picture of the document there are circles to align with the edges of the document. Select "keep scan." Continue scanning documents or select "save" and "done." Then forward the document(s) to an email address or save it in a file.

Other free apps to scan documents are located in the app store for your device. If you download one of these free apps, you will be able to scan a document and email it to the school.