

Emailing Home Instruction Portfolio

This document is intended as a source of information to assist parent/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

This option allows families to email the documentation to us without having to schedule a time to meet in-person or conduct a video conference. The reviewer will complete the Portfolio Review Form and it will be emailed to the parent/guardian. With this option, parents will email 3-5 artifacts per subject area to PortfolioReviews@calvertnet.k12.md.us.

Technology Information

- We can receive attachments that are saved as PDF files, JPEG (for photos only), or Microsoft Office documents. We cannot access online links (like Google drive).
- Clearly label each email that you send (in the subject line) with your child's first and last name.
- Try to only send one or two emails per child.

Checklist for Emailing Portfolio Artifacts

- Determine what artifacts you will submit for each subject per child. If you need to scan a document so that it can be emailed, see scanning recommendations below.
- **For each child to be reviewed**, send a separate email. The subject line should include the child's first and last name. Attach the artifacts to the email.
- Ensure that documentation is provided for all 8 required subjects or an explanation for the lack of documentation (For example: Health was documented at the first semester portfolio review. Phys. Ed. was completed in 9th grade and student is in 10th grade.)
- (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.