

Mailing the Portfolio

This document is intended as a source of information to assist parent/guardians who elect to submit documentation for a portfolio review by mail. 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

Parents can mail the portfolio to our office. The contents should be well organized, clearly labelled, and clearly addressed. The package should be addressed as follows:

**Baltimore County Public Schools
Office of Educational Opportunities - Home Schooling Program
105 West Chesapeake Avenue, Lower Level
Towson, MD 21204
Attention: Kimberly O'Connor**

Important Notes and Considerations:

- The cost of mailing the portfolio to BCPS is the responsibility of the parent/guardian.
- Portfolios may not be hand-delivered to our office as all staff members continue to work remotely and there is no one to receive packages.
- It is unlikely that portfolios will be able to be returned in a timely manner, if at all. Therefore, parents/guardians are encouraged to submit copies of student work or materials that do not require return. Parents should not send any instructional materials such as workbooks that will be needed for continued learning or actual samples of student artwork. BCPS is not responsible for lost or damaged materials. After review, portfolios will be securely shredded.
- To reduce the cost of mailing, parents are encouraged to separate subjects using paperclips or clearly labelled sheets of paper rather than folders or binders.
- Because all staff continue to work remotely, your assigned reviewer will most likely not be the person who reviews the portfolio. Parents will be notified of the staff member who receives the portfolio for review.
- In accordance with state regulations, the reviewer who receives your portfolio may still request an opportunity to discuss the home instruction program with the parent.

Checklist for Mailing the Portfolio

- ✓ Select work samples that show regular, thorough instruction for English/language arts, math, science, social studies, health, and art. Consider including work samples that reflect a progression of student learning throughout the course of the instructional timeframe.
 - First Semester Reviews - include work samples from the start of the school year (or the effective date, if starting later) to the date of the portfolio review.
 - Second Semester Reviews - include samples starting after the last portfolio review (or the effective date, if starting later) to the date of the portfolio review.
 - Dates are not required on work samples; however, the dates help to show the regularity of the work.
 - Photographs of artwork/projects are sufficient documentation for art
- ✓ Determine how best to document music and physical education. Some examples include completing a log or calendar, sharing photos, sharing certificates of program completion or awards.
- ✓ Consider completing the *Portfolio Preparation Form* or create your own written overview to share with the reviewer. While optional, many parents feel that the form helps them to organize the materials for the review and assists them in efficiently and effectively communicating the details of their home instruction programs to the reviewer.
- ✓ Ensure that documentation is provided for all 8 required subjects or provide an explanation for the lack of documentation (For example: *Health was documented at the first semester portfolio review. Religious exemption for music; Phys. Ed. was completed in 9th grade and student is in 10th grade.*)
- ✓ After the package is mailed, kindly notify the office by e-mail or voicemail message that the portfolio is in the mail.
- ✓ Receive a confirmation email or phone call from the reviewer that the portfolio has been received.