

Emailing Grade/Progress Report

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

While this is an efficient option for anyone using any instructional program that provides families with a computer-generated grade/progress report or transcript, parents/guardians are free to choose any portfolio review option. This option allows for families to email the documentation to the reviewer 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 email it to the parent.

Most online schools and programs, including colleges, have some form of a grade/progress report or transcript to inform parents of a student's progress. These documents can usually be saved as a PDF file and emailed to the reviewer. For certain, Keystone, Penn Foster, James Madison, Abeka, and Time4Learning all have reports that can be easily attached to an email. Students who are enrolled at CCBC can also email their grade reports/transcripts. For questions regarding the available information that documents a student's progress or how to obtain the progress information, parents should contact their program/school.

If art, music, physical education, and/or health is not covered by the student's online program, additional documentation may need to be provided by including a log, scanning documents, or taking photographs that can be attached to an email. The parent may also wish to complete the optional, but helpful *Portfolio Preparation Form* to include topics that were covered in each of these subjects.

* Please note: Parents whose students utilize online programs are not required to submit a portfolio in this format. You are welcome to utilize any format that is currently offered.

Technology Information

- ❖ Reviewers can receive attachments that are saved as PDF files, JPEG (for photos), or Word Documents (Portfolio Prep Forms or Logs)
- ❖ Do not send more than 2 photographs per email to ensure that the file is not too large to be sent/received.
- ❖ Clearly label each email that you send to the reviewer with your name and your student's name.
- ❖ For technology assistance, most online programs will have Tech Support.

Checklist for Emailing Grade/Progress Report

- ✓ Send an email to the reviewer with a grade/progress report.
- ✓ Provide documentation for subjects that are not covered by the online coursework
- ✓ 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. Religious exemption for music; Phys. Ed. was completed in 9th grade and student is in 10th grade.*)