

## Annual Progress Reports

### PORTFOLIO OF WORK

#### 1. What is a Portfolio of Work?

**Answer:** A portfolio of work is a collection of information about the learning activities and educational progress of a home-based student for a school year. It is to **include the following:**

- a periodic log **and**
  
- one of the following **for each of the broad annual goals:**
  - a detailed summative record;
  - sufficient samples of work; or,
  - a summative record and samples of work.

#### 2. What is a periodic log?

**Answer:** A periodic log records the educational activities completed by the home-based educator on a regular basis. It can be recorded weekly, monthly, bi-monthly, by semester, etc.

#### 3. What can I include in my periodic log?

**Answer:** It may include the following (this is not an exhaustive list):

- units/chapters worked on
- a reading log of books read
- areas of learning that were covered
- discussions/experiences that generated learning
- books specifically used for reports or more in-depth study
- specific textbooks used for the different subject areas
- special projects that were worked on
- musical concerts attended
- outside activities/cultural events that contributed to the educational experience
- sports involved in
- community activities/church activities

#### **4. What is a summative record?**

**Answer:** A summative record is a summary of the home-based learner's educational progress at the end of the school year. It is an assessment of your own program and refers back to your education plan.

#### **5. What can I include in my summative record?**

**Answer:** It may include the following:

- comments on what the child enjoyed about the subject matter and how they handled the material
- comments on what concepts/understandings are now in place
- comments on areas that are a concern and will be continued to be addressed the following year.

#### **6. What is the difference between a periodic log and a summative record?**

**Answer:** A periodic log is simply a record of activities completed. A summative record is an assessment of educational progress.

#### **7. What kinds of work would be appropriate to include in my samples of work?**

**Answer:** The Policy Manual states that the portfolio of work should contain sufficient detail for the registering authority to assess the educational progress of the home-based learner.

The samples should be taken from all four main subject areas (Science; Math; Social Studies; and English Language Arts). Other subject areas may be covered as well. For example:

- written work - business letters and notes, creative writing, prose, poetry
- written exercises - worksheets, workbooks, quizzes
- reading - list of books read, a response to reading, book reports, spelling work
- science projects - constructed items, laboratory reports
- artwork - drawing, painting, sculpture
- craft projects - handmade work, such as knitting, sewing, modeling, carving
- performing arts - activities, rehearsal schedules, performance programs
- field trips - programs, samples, souvenirs, reports
- cultural events and activities
- recreational activities - indoor and outdoor constructions, games

***This list is not a comprehensive list and is not intended to be limiting***