

Homeschool Portfolio Evaluation Cover Sheet



INSTRUCTIONS: Please make sure all information on form is complete. A Portfolio Evaluation Cover Sheet must be included with each course submitted for evaluation. **Please make copies of all work; originals will not be returned.** Keystone requires 7 to 10 business days to complete each evaluation.

Student Information		
Student Name (Last, First Middle):		Student ID Number:
Address:		Phone:
City:	State:	Zip:
Course Information		
Course Title:		Subject Area (check one) <input type="checkbox"/> Math <input type="checkbox"/> Language Arts/English <input type="checkbox"/> Fine Arts <input type="checkbox"/> Social Sciences <input type="checkbox"/> Science <input type="checkbox"/> PE/Health <input type="checkbox"/> Elective
Grade Level:	Final Grade Earned:	
Textbook Used (if any):		
Teacher Name:		
		Other Resources Used (web sites, articles, software, etc.)
Brief Course Objective (what did the student learn?):		
Evidence		
(Please be sure to have evidence of each item below)		
Please include the following documentation with your application for credit:		
<u>Course Overview</u> <ul style="list-style-type: none"> <input type="checkbox"/> One to two paragraph overview of what the student learned <input type="checkbox"/> Detailed course outline or syllabus (table of contents, chapters covered, required assignment, etc.) <input type="checkbox"/> Description of how the student was assessed on his/her learning (exams, papers, projects, performance, etc.) <input type="checkbox"/> Instructor's credentials (resume or statement that qualifies him/her to teach this course) <u>Work Samples</u> <ul style="list-style-type: none"> <input type="checkbox"/> Graded exams or projects (two from beginning, two from middle and two from end of course) <input type="checkbox"/> Graded writing (6-8 pages of writing, aligned with course objectives, including grades/comments from instructor. Could be: essays, a research paper, literary analysis, reflective journals, etc.) <i>Math and PE exempt</i> <input type="checkbox"/> Other projects (Optional, could be additional writing, brochures, awards, honors, etc.) <input type="checkbox"/> Log of Hours (Each entry dated and initialed by instructor with description of work completed, pages read, etc.) 		
For Office Use Only		
Area:	Credit:	Eval:

Please submit this cover sheet and copies of evidence to:
 The Keystone School
 Attn: Portfolio Committee
 920 Central Road
 Bloomsburg, PA 17815

This cover sheet and all evidence submitted will be held in the student's file for one year and then destroyed.