

# Setting up a Portfolio

KY law does NOT require home school students to keep portfolios, but some families choose to do so. The following plan describes a way to gather a portfolio that would be meaningful in a home school setting.

## 1. Criterion:

- What is included – best work, projects, field trips, progress, etc.
- How often will portfolio be updated.
- Who will be responsible – student or parent and student
- Will it include summer work or only work done August – May
- How will the work be divided – by subject matter (Math, Language Arts, Science, etc or by Unit Studies or a Combination of ways to be divided)

## 2. Gather Materials:

- Notebook – 2-3” ring binder with pockets
- Dividers
- A hole punch
- Labels, rubber cement
- Magnetic pages, plastic sleeves for holding photos/small items
- Folders/ envelopes to place work in temporarily (we use drawers)

## 3. Portfolio Day:

- Make portfolio day a part of school with little or no additional assignments
- Organize school work into categories of divider subjects
- Decide what to include and what to pitch
- Try to date everything
- Have students provide explanations of photos, brochures, and other items which are not self-explanatory
- Ask students to evaluate their work in each area (verbally or written); parent also provides their own evaluation
- Keep a reading list in portfolio
- At the end of the year, include a brief overview of subjects covered – parent or student may do this
- Take photos of the large projects/drawings to include in portfolio; action shots are also great!

## HINTS:

- Start simply and add as you go
- The ultimate goal is for students to be responsible for their own portfolios with parents providing summaries and evaluations.