

Conowingo - Rising Sun Christian School

P.O. Box 36
Conowingo, Maryland 21918

Instructions For Completing the Portfolio Review Form

General Information

Each family enrolled with Conowingo – Rising Sun Christian School (CRSCS) is required to maintain a “portfolio” of samples, or other written documentation, of each child’s work for each subject covered during the school year. Through the eighth grade, the subjects that CRSCS requires to be covered during each school year are: Biblical/Christian Studies, English, Math, Science, Social Studies, Art, Music, Health, and Physical Education. From the ninth grade through the twelfth grade, the courses are as required for graduation from CRSCS. Each family must have their “portfolio” reviewed at least once during each school year by another presently enrolled family. The Portfolio Review Form is used to document the review process. The family will use it to record the courses covered during the school year. The reviewer will use it to verify that a family has shown satisfactory written documentation of regular instruction.

General Instructions

1. Please print when completing the Portfolio Review Form
2. Please use a black or blue pen.

Parent’s Instructions

Before the portfolio review takes place, a parent (or legal guardian) should complete the following items:

1. A parent must schedule and attend a meeting with another enrolled parent to have their review conducted. A listing of families in your area, as well as a directory of experienced reviewers willing to assist families, have been included in the past newsletters. Please refer to the newsletters for these lists.
2. Three (3) students may be reviewed on each Portfolio Review Form. If there are more than 3 students, additional copies of the form will be needed. Photocopies may be made.
3. Each column should have a student’s name listed in the header. Be sure to list all students enrolled with CRSCS during the year. (See example 1)
4. The course name should be listed first in each subject block. (See example 1)
5. The textbooks, workbooks, unit studies, or other materials used as documentation should be briefly listed below the course name. (See example 1)
6. A parent should sign the verification section at the bottom of the page and complete the family and family ID # sections. If more than one Portfolio Review Form is used, please be sure to fully complete and sign each one.
7. The total number of course review sheets being used should be listed at the bottom of each page.
8. It is recommended that copies of the completed Portfolio Review Form be made for your records. (Please send the originals to CRSCS)
9. Send your completed Portfolio Review Form with your Renewal Enrollment Form before the appropriate due date. A family may not renew with CRSCS until the annual portfolio review has been completed. The final deadline for any Portfolio Review Forms and Renewal Enrollment Forms to be submitted is a postmark date of September 15. (Please refer to the Renewal Enrollment Form’s Instructions for all enrollment deadlines and costs.)

Reviewer’s Instructions

During the review, the reviewer should complete the following items:

1. Each course listed on the Portfolio Review Form should be verified for written documentation showing evidence that regular instruction has been taking place in the courses listed for each student. If written documentation of regular instruction has been shown, the reviewer should initial the small box for each course. If written documentation could not be shown, an “X” should be placed in the small box for the undocumented course. (Examples 1 & 2)
2. The reviewer should sign the verification section at the bottom of the page, print their name and family ID #, and date the form. If more than one Portfolio Review Form is used, please be sure to fully complete and sign each one.

Other Notes

1. A review can be done before a school year has been completed.
2. Although written documentation is required for all families, no particular curriculum or style of instruction is required. Each individual family is permitted to choose the materials to be used for their students.
3. Acceptable forms of written documentation may include textbooks, workbooks, written work samples, tests and quizzes, calendars, journals, photographs, activity programs & bulletins, certificates of achievement, or other similar materials.

Example 1:

	Student: Jimmy Doe	Student: Sally Doe
Biblical / Christian Studies	Old Testament Survey BL	Bible Memorization & Character Studies BL
	Alpha Omega Grade 10 Bible Old Testament Readings	MemLock Bible Memory System & Old Testament Readings
English	Classical Literature BL	Language Arts BL
	Selected Classical Writings: Homer: Iliad, Odyssey, Aristotle’s “Ethics,” Plato’s “The Republic”	Language Arts Through Literature – Grade 5 (Purple Book) Weekly Spelling/Vocabulary Lists with quizzes

1. The student’s names are completed in the header of each column.
2. The course name is listed for each subject area on the top line.
3. The materials used or other forms of documentation being kept are listed below the course name.
4. The reviewer’s initials have been placed in the small box for each course verified.

Example 2:

Health	Basic Hygiene X
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The reviewer places an “X” in the box for Health because no written documentation was shown.