



Homeschool Portfolio: Evaluation Cover Sheet

INSTRUCTIONS:

1. Please make sure all information on form is complete for each course submitted for evaluation.
2. **Please make copies of all work; originals will not be returned.**
3. K¹² International Academy requires 7 to 10 business days to complete each evaluation.
4. Please submit this cover sheet and copies of evidence to:

K¹² International Academy Attn: Registrar Office 2300 Corporate Park Dr. Herndon, VA 20171

Student Information

Student Name (Last, First Middle):		Student ID Number:
Address:		Phone:
City:	State:	Zip:

Course Information

Course Title:		Subject Area (check one)
Grade Level:		<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
Final Grade Earned:	Textbook Used (if any): Include Author and Edition	
Teacher Name:	Other Resources Used (web sites, articles, software, etc.)	

Brief Course Objective (what did the student learn?):

Evidence

Evidence is needed to award credit. Please contact K¹² International Academy if you have questions about providing the items below.

Please include the documentation identified below with your application for credit. If you cannot produce any part of the requirements, you must include a statement explaining the circumstance and we will handle those situations on a case-by-case basis.

Course Overview – Every course must include the items in bold below.

- One to two paragraph overview of what the student learned (Required)**
- Detailed course outline or syllabus (table of contents, chapters covered, required assignment, etc.)
- Description of how the student was assessed on his/her learning (exams, papers, projects, performance, etc.)
- Instructor's credentials (resume or statement that qualifies him/her to teach this course)

Work Samples – Every course must include the items in bold below.

- Graded exams or projects (at least two demonstrating course rigor and breadth) (Required)**
- Log of Hours or description of course length and schedule in which it was completed. Signed by instructor (Required)**
- Graded writing (2 assignments, aligned with course objectives, including grades/comments from instructor. Could be essays, a research paper, literary analysis, reflective journals, etc.) *Math and PE exempt*
- check box on Other projects (Optional, could be additional writing, brochures, awards, honors, etc.)
- Other Resources: Websites, articles, software, etc.

For Office Use Only

Area:	Credit:	Eval:
-------	---------	-------