



Portfolio Submission

Cover Sheet Checklist and Portfolio Section Cover Sheet

INSTRUCTIONS: Please make sure all information on this form is complete. A Portfolio Evaluation Cover Sheet Checklist and all Corresponding Portfolio Section Coversheets must be included for each course. Sign the enclosed Portfolio Credit Policy. **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 Studies <input type="checkbox"/> Science <input type="checkbox"/> PE/Health <input type="checkbox"/> Elective
Grade Level:	Final Grade:	
Teacher Name:	# Credits Desired 1 or .5?	
Required Portfolio Sections		
Please check that each cover sheet is attached and placed in order. Use each cover sheet will mark the beginning of each portfolio section. Failure to submit the portfolio in order or without all required materials will result in portfolio rejection.		
<input type="checkbox"/> Read and Sign Home School Credit Policy <input type="checkbox"/> Section 1: Instructor’s Qualifications/Resources Used <input type="checkbox"/> Section 2: Course Overview <input type="checkbox"/> Section 3: Course Outline/Syllabus <input type="checkbox"/> Section 4: Assessment Description <input type="checkbox"/> Section 5: Graded Exams/Projects <input type="checkbox"/> Section 6: Graded Writing Component <input type="checkbox"/> Section 7: Log of Hours		

Please submit the completed home school portfolio to:

**The Keystone School
 Attn: Portfolio Committee
 920 Central Road
 Bloomsburg, PA 17815**

Portfolio Submission

Policy Name	Portfolio Credit
Effective Date	2008
Reviewed/Revised	January 2014
Applies to	All Keystone Students
Purpose	In order to preserve the academic integrity of The Keystone School, the Portfolio Credit Policy serves to outline the limitations and stipulations associated with submission of portfolios for Keystone credit. Portfolios can be submitted to show proof of 8 th grade completion or to earn high school course credit.
Policy	<p>Portfolios for credit consideration by Keystone must comply with Keystone’s portfolio requirements. Parents and school officials submitting portfolios are encouraged to use the template provided on the Keystone website to insure that all the requirements are met.</p> <p>The following rules also guide the approval of portfolios for credit at Keystone:</p> <ul style="list-style-type: none"> • Portfolio review takes 7-10 business days. Incomplete portfolios will not be reviewed, but may be resubmitted when complete. • Portfolio credit will only be awarded for work done within the last three years. • Portfolio credit will be awarded in one-credit (180 hours) and half-credit (90 hours) increments only. (Portfolios with less than 90 hours of instruction will not be accepted for credit.) • Keystone will review portfolios upon initial enrollment and for actively enrolled students. • Keystone will award a maximum of 10 credits for portfolio work. • Student cannot receive more than two credits for the same course. A separate portfolio must be submitted for each course. • Keystone will not grade any portfolio work. All assignments, assessments, projects and papers must be evaluated (graded) by the course teacher. Please note that portfolios that are based upon music lessons or participation in a sport will not be accepted for credit without the necessary assessments and teacher evaluation. Please follow the template carefully. • Portfolio must document an earned a score of 60% or higher in the course to be eligible for Keystone credit. • Work samples and assessments submitted to Keystone need to include marks and or comments indicated that they were evaluated by the teacher. Work submitted without grades or formal evaluation will not be eligible for Keystone credit. • Portfolios for courses that are based on music lessons or an activity must be able to show at least 2/3 of the hours as instructional time, and no more than 1/3 of the hours as practice time. • All portfolios being submitted for Health/PE must include a health component with sufficient documentation; otherwise the student will receive a half-credit as elective and a half-credit as health/PE. • Portfolio credit will not be awarded for work experience. • Communication regarding portfolio outcomes will be primarily made

	<p>through email</p> <ul style="list-style-type: none">• Keystone reserves the right to accept, review, revoke and/or hold any credits from portfolios when it is deemed necessary to preserve the academic integrity of The Keystone School.• Students who submit portfolios for World Language credit using Rosetta Stone must submit a full portfolio. The Rosetta Stone grade report is not sufficient. <p>Process for Submitting a Home School Portfolio:</p> <ol style="list-style-type: none">1. Request the approved home school portfolio submission forms from the Guidance department or download the form from the website. Portfolios submitted that do not use Keystone’s template will take longer to approve, and may require additional documentation.2. Complete, assemble and submit the portfolio according to instructions included with the forms. (Portfolios will not be returned, so please make copies for your own records.) <p>Additional information about transfer credits can be found in Keystone’s <i>Transfer Credit Policy</i>.</p>
--	---

I have read and understand the Portfolio Credit Policy:

Sign _____ Date _____

Section 1 Cover Sheet: Instructor's Qualifications and Resources Used

To be attached to this coversheet (please check):

Instructor's Qualification

- **Resume or Narrative description**
- **Include education of instructor**
- **If parent, include state's home school requirements for teachers**

Resources Used:

- **Include names of textbooks and any other relevant supplemental items/events**

Section 2 Cover Sheet: Course Overview

To be attached to this coversheet (please check):

Course Overview:

- One to two paragraph overview of what the student learned.
- Brief overview on how the course is aligned with local, regional, state or national educational standards. Please refer to the following website for standards:

<http://www.educationworld.com/standards/>

Section 3 Cover Sheet: Course Outline/Syllabus

To be attached to this coversheet (please check):

- Course Outline/Syllabus**
 - The outline should include the required components of the course. Each topic covered in the course will be featured here. If a textbook was used as a guide for teacher, please include a table of contents from the text book.

Section 4 Cover Sheet: Assessment Description

To be attached to this coversheet (please check):

Assessment Description

- **An overview of how the student was assessed.**
- **What testing tools were used? Tests, quizzes, graded assignments, critiques, recitals?**
- **How was feedback provided to the student?**
- **How was student growth measured?**
- **At what frequency was the student assessed? Weekly, Monthly?**

Section 5 Cover Sheet: Graded Exams and Projects

To be attached to this coversheet (please check):

Graded Exams and Projects

- For a full-credit course (180 hours): Two exams/projects/work samples from the beginning, two from the middle and two from the end.
- For a half-credit course (90 hours): One exam/project/work sample from the beginning, one from the middle and one from the end.
- Performing and Visual Art related courses also require work samples.
- You can submit CDs/DVDs of pictures of paintings, dance recitals, recordings of musical pieces, etc. to fulfill this section.
 - Please include a written description for each item submitted pertaining to the visual/performing arts related work samples.
- Copies of certificates, awards, brochures, honors, ticket stubs, and competition schedules may be submitted in this section to strengthen the portfolio

Section 6 Coversheet: Graded Writing Component

To be attached to this coversheet (please check):

Graded Writing Component

- **For credit in Social Sciences, English/Language Arts, Science, Physical Education/Health, or Fine Arts**
 - **One Credit (180 Hours) a 6-8 paged GRADED written assignment which reflects an appropriate depth of understanding and analysis for the grade level of each subject.**
 - **Half-Credit (90 Hours) a 3-4 paged GRADED written assignment which reflects an appropriate depth of understanding an analysis for the grade level of each subject.**
 - **Papers must be typed and double-spaced; actual graded work, if handwritten, can be scanned and attached to the typed version.**
- **For credit in Math**
 - **A one page narrative outlining what was learned in the course and an understanding of how to apply those concepts in real world situations.**

Section 7 Coversheet: Log of Hours

To be attached to this coversheet (please check):

- Log of hours of instruction, research, practice, reflection**
 - **Each entry must be dated and signed by the instructor**
 - **180 required hours for a one-credit course**
 - **90 required hours for a half-credit course**
 - **Practice can account for no more than 1/3 of the submitted hours.**
 - **Keystone does not award quarter-credits**