

# PORTFOLIO REVIEW FORM INSTRUCTIONS

## SEVERN RUN EVANGELICAL PRESBYTERIAN CHURCH HOME SCHOOL UMBRELLA MINISTRY

In accordance with the Maryland state home instruction regulations (COMAR 13A.10.05), the SREPC Umbrella requires each member family to maintain a “portfolio” of samples or other dated, written documentation of each child’s work **for each subject covered during the school year**. For kindergarten through eighth grade, the required subjects are: English, Social Studies, Science, Math, Health, and at least one elective in Art, Music, **or** Physical Education. High school choices should be in accordance with the SREPC Umbrella graduation requirements as well as those needed to fulfill your personal degree requirements.

Acceptable forms of documentation may include textbooks, workbooks, written work samples, tests, quizzes, calendars, journals, certificates of achievement, or other similar materials. Each family must have their portfolio reviewed in May of each school year by another presently enrolled family. This Portfolio Review Form is used to document the review process. Please print in black or blue pen when completing the Portfolio Review Form.

### Parent’s Instructions:

1. A parent must schedule and attend a meeting with another presently enrolled parent to have their review conducted. A review can be conducted before the school year is completed.
2. List the student’s name, grade, and school year in the appropriate blanks.
3. List the elective subjects studied in the appropriate blanks.
4. List the course name (the title of the textbooks, workbooks, or other materials used) for each subject in the appropriate blanks.
5. List the publisher of the textbooks, workbooks, or other materials used for each subject in the appropriate blanks. **Please do not list “various” as the publisher.**
6. A parent must sign the verification section at the bottom of the Portfolio Review Form, print their family name, and complete the Family ID number section.
7. It is strongly recommended that copies of the completed Portfolio Review Form be made for your records. The SREPC Umbrella is not responsible for Portfolio Review Forms that are lost in the mail.
8. After the review has been conducted, send the original, completed Portfolio Review Form no later than June 15 of each school year to: SREPC Umbrella, 8029 Somerville Lane, Elkridge, MD, 21075.

### Reviewer’s Instructions:

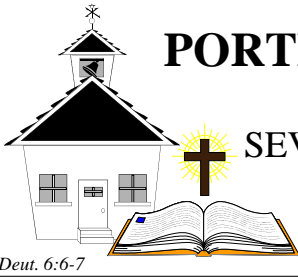
1. If dated, written documentation showing evidence of regular, thorough instruction has been presented for a subject, place your initials in the small box for that subject. If dated, written documentation could not be shown, place an “X” in the small box for that subject. Repeat this procedure for each subject listed on the Portfolio Review Form.
2. Sign the verification section at the bottom of the Portfolio Review Form. Print your name and Family ID number, and date the Portfolio Review Form.
3. Return the completed Portfolio Review Form to the family you have reviewed.

#### **Example: Dated, written documentation shown**

<b>English</b>	<b>Course Name:</b> English 10	Reviewer's Initials: <i>LDJ</i>
	<b>Publisher:</b> A Beka	

#### **Dated, written documentation not shown**

<b>Math</b>	<b>Course Name:</b> Arithmetic 5	Reviewer's Initials: <b>X</b>
	<b>Publisher:</b> Bob Jones	



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HOME SCHOOL UMBRELLA MINISTRY

Additional instructions:

1. Health is a separate subject from science. In the elementary and middle school grades, health is usually studied once a week (about 34 lessons total) or every day for nine weeks (45 lessons total). If your student is in the elementary or middle school grades, please make sure that they study health for at least 34 lessons. Many publishers such as Abeka, Bob Jones University Press, Horizons, Lifepac, and Association of Christian Schools (Total Health) have health curriculums for different grade levels. For many of these health books, you can go to [Christianbook.com](http://Christianbook.com) and check the table of contents to see the topics that are covered.
2. High school students need to study health one semester (about 85 lessons total or half of a typical school year) sometime during their four years of high school. High school health should cover topics typically covered in a Christian high school health class. The usual topics covered in a Christian high school health curriculum are: the circulatory system, respiratory system, skeletal system, muscular system, digestive system, integumentary system, immune system, nervous system, endocrine system, reproductive system, responsible living, mental health, fitness, nutrition, eating disorders, infectious diseases, noninfectious diseases, systemic diseases, personal hygiene, drug use, first aid, home safety, environmental safety, recreational safety, emergency preparedness, and preventative health care.<sup>1</sup>

<sup>1</sup> Some examples of high school health curriculums are:

- a. *Health in Christian Perspective* by Abeka
  - b. *Health* by Bob Jones University Press
  - c. *Switched-On Schoolhouse 2009 High School Health* by Alpha Omega
  - d. *Lifepac Electives: Health, Complete Set* by Alpha Omega
  - e. *Total Health High School* by the Association of Christian Schools
3. If you are designing your own curriculum for any subject, please do not list “various” as the publisher. List at least two main resources that you used for your class. If you used the internet, list the web addresses. Make sure that you cover the topics that are typically covered for that subject.
  4. If your child takes a class at a co-op or college, list the course name and the name of the co-op or college in the blank for the publisher.



# PORTFOLIO REVIEW FORM

(Please review the attached instructions before completing this form)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School Year: \_\_\_\_\_

Mail to: Severn Run Umbrella, 8029 Somerville Lane, Elkridge, MD 21075

Subject		
English	Course Name:	Reviewer's Initials:
	Publisher:	
Math	Course Name:	Reviewer's Initials:
	Publisher:	
Science	Course Name:	Reviewer's Initials:
	Publisher:	
Social Studies	Course Name:	Reviewer's Initials:
	Publisher:	
Health (topics typically covered in Christian health class for student's grade level; separate from science class)	Course Name:	Reviewer's Initials:
	Publisher:	
Elective: (list subject)	Course Name:	Reviewer's Initials:
	Publisher:	
Elective: (list subject)	Course Name:	Reviewer's Initials:
	Publisher:	
Elective: (list subject)	Course Name:	Reviewer's Initials:
	Publisher:	
Elective: (list subject)	Course Name:	Reviewer's Initials:
	Publisher:	

I verify that my child has received regular, thorough instruction in the above-listed courses during the 20\_\_-20\_\_ school year.

Parent's Signature: \_\_\_\_\_ Family Name: \_\_\_\_\_ Family ID#: \_\_\_\_\_  
(Please Print)

My family (please circle one) will / will not be renewing their membership with the Severn Run Evangelical Presbyterian Church Home School Umbrella Ministry for the coming school year.

### This section to be completed by reviewer:

I verify that dated, written documentation has been presented that shows evidence of regular, thorough instruction for each of the above-initialed courses. An 'X' in the box for the reviewer's initials indicates those courses for which dated, written documentation was not satisfactory to show regular, thorough instruction.

Reviewer's Signature: \_\_\_\_\_ Reviewer's Name: \_\_\_\_\_  
(Please Print)

Reviewer's Family ID#: \_\_\_\_\_ Date of Portfolio Review: \_\_\_\_\_