



## Northern United Charter Schools 2020 - 2021 Requirements for Portfolios and Report Cards

Portfolios and report cards are submitted to the Learning Record Coordinator on time. (See **Due Dates at a Glance**)

### **Portfolios**

#### **Types of Portfolios**

1. High School
2. Elementary
3. Drop

#### **1. High School Portfolios**

Two portfolios are turned in for high school students – one for the fall and one for the spring. All high school portfolios are due within 10 working days after the end of each semester.

All high school portfolios **MUST** contain the following (in the same order):

- Original Report Card fully completed with growth area, course title, grade and credits earned, IST signature in **BLUE** ink. The course titles on the Report Card must match the courses listed on our database.
- Current class schedules from School Pathways with correct course titles and number of credits. These course titles and credits must match the report card.
- Portfolio Checklist with all current courses listed.
- One sample of work for each high school course listed on the report card.
- Language Arts samples must be an essay. Social Studies samples must be an essay or a chapter or unit test. Elective courses require a student written sample, a solid paragraph and not just a log or a drawing.
- Each sample must be labeled with student name, course title, growth area, date assignment was completed and IST initials.

All items above are included in an unclasp 9" x 12" manila envelope. The envelope must be labeled with name of school, student name, grade and student number, IST Name, Fall or Spring semester and year.

**Portfolios for Graduates should be submitted as soon as possible to the Learning Records Checker and marked Grad, so they can be checked for correct information in a timely manner.**

#### **2. Elementary Portfolios**

Elementary portfolios are submitted one time during a school year. Please check Due Dates at a Glance for the specific due date.

All elementary portfolios **MUST** contain the following (in the same order):

- Portfolio Checklist – one form completed with both semesters' growth areas listed.
- A work sample for each growth area per semester, clasped together by semester.
- Each sample must be labeled with student name, growth area, date assignment was completed and IST initials.
- Work samples must show work done by the student. PE and other electives may have a photograph, but there also must be a signed log sheet or a brief description of the photo to be acceptable.

All items above are included in an unclasp 9" x 12" manila envelope. The envelope must be labeled with name of school, student name, grade level and student number, IST Name, both semesters and year.

### **3. Drop Portfolios**

A drop portfolio is due to the Learning Record Coordinator within 5 working days of the drop, with the same requirements as above. A copy of the Drop Form should be faxed to the Records Office as soon as the drop is known. The original drop form is included in the portfolio envelope along with the original, final report card.

*If a student is enrolled for under two weeks, then a minimum of two work samples must be included in the drop portfolio.*

## **Report Cards**

### **Types of Report Cards**

1. High School Report Card
2. Elementary Report Card
3. Drop Report Card

### **1. High School Report Card**

High School report cards must be completed on a School Pathways report card. They must be completed with growth areas, course titles, grades and credits. The course titles must match the course titles listed in School Pathways. They also must match the portfolio checklist and the final learning record. The report card must be signed and dated in blue ink. The original is submitted to the Learning Record Coordinator 10 working days after the end of the semester, in the portfolio envelope. Copies can be given to the families of the students.

### **2. Elementary Report Card**

Elementary report cards must be completed on the NUCS elementary report card template, one of the fillable, standards based, grade specific elementary report cards, or on a School Pathways report card. They must be completed with growth areas and a mark (grade or pass/fail) for all six growth areas and match the subjects written about in the learning record. The report card must be signed and dated in blue ink. The original is submitted to the Learning Record Coordinator 10 working days after the end of the semester. Copies can be given to the families of the students.

### **3. Drop Report Cards**

A drop report card is due to the Learning Record Coordinator with 5 working days of the drop, with the same requirements as above. If the student is enrolled for only a short time, the IST may not have time to adequately assess the student. In this case, a brief comment to this effect can be written in the comment section of the report card and no grades or credits have to be given.