

## How Do Your Online/Email Evaluations Work?

Short answer:

1. Send your information for the forms, including scans of, or photos of, or links to some of your child's portfolio—a bit from the beginning of your year and a bit from the end. To simplify the process, there's an online form available at [FLHomeschoolEvaluations.com](http://www.flhomeschoolevaluations.com)  
<https://www.flhomeschoolevaluations.com/email-option-online-form.html>
2. Send payment (\$38 for one child, \$48 for two, \$58 for 3, etc.) via PayPal, or check or money order to begin the evaluation process. Can pay extra \$10 to RUSH the process.
3. After reviewing your documents, we let you know if any more documentation or information is needed, and then call for a very brief chat with the child.
4. We email forms to you.
5. You send the evaluation form to school district. We'll help you figure it out.

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Longer answer:

1. Easiest option—go to the online form at

<https://www.flhomeschoolevaluations.com/email-option-online-form.html> to begin the online/email evaluation. Or use email (or Messenger, though email is preferred).

Information can be sent as pdf, jpeg, power point, zipped, or Microsoft Word files or Google docs. Or send links to websites where information is stored—such as Drop Box, a photo-sharing website such as Shutterfly, a blog, an Instagram page or a Facebook page or album. Information can be sent as photos or scans or screenshots or documents.

- a. Send first:

Child's full name and date of birth

Parent's legal name (let me know if you use another name on Facebook or email account)

Address

Phone number for the brief follow-up phone call

Your email address--paperwork will be sent to you.

- b. Send a part of your portfolio—i.e., the records kept of each child's learning. We don't need to see everything you've kept. We do want to see a little of each of the three types of documentation required by Florida law: a. Samples of work, b. Titles of reading materials, and c. A log of educational

materials. Together, these records should give a picture of what the child has been learning. We will let you know if we need to see more.

a. Samples of work: For samples, choose a few samples of the child's work or of materials used by the child. Ideally just a few from the beginning of your year and a few more recent from a variety of subject areas—as that should be sufficient to see that educational progress commensurate with ability (i.e., learning) has happened. These samples could be copies of worksheets or textbook assignments, but they could be photos of projects or learning activities done, copies of pages read, screenshots of online programs used, brochures from field trips attended, or whatever works for your style of homeschooling.

b. Titles of reading materials: These could be titles of books, workbooks, textbooks, apps, stories, articles, magazines, graphic novels, websites, apps, or whatever your child has used to learn. "Titles" is plural so you need at least two, though a dozen or more looks better in the records. These could be in a separate list, or visible on the samples of work, or within the log of educational activities. (Names of authors, publisher, number of pages, etc. are not needed.)

c. Log of educational activities: This could be a lesson plan book created by you, or one from a publisher marked to show what was done, or a report of lessons done in an online program, or a list of educational things done, or the table of contents from materials used with dates or check marks or highlighting to show what was done, or a blog showing learning activities, or whatever works for how you homeschool. State law doesn't require daily entries. State law doesn't dictate what should be in it so it's up to you if it includes daily assignments, special activities such as projects and field trips, or a mix of both.

2. Fees: The fee is \$38 for the first child and \$10 more for each additional child evaluated together--\$48 for two children, \$58 for three, etc. An additional \$10 can be paid for those who are in a rush and need documents in less than five full business days—be sure to put RUSH in the subject line or use our RUSH form on the website to help us see your documents in a hurry. Payment may be sent using the links on the website or via PayPal using the link <https://www.paypal.me/CherylTrzasko> or by mail with a check or a money order mailed to 897 Lake Wellington Dr., Wellington, FL 33414.

Please give the name of the parent with any payment so we can identify it more easily.

(If you are requesting the evaluation in a hurry because of an issue with another evaluator, please let us know.)

3. Before and during the telephone call: We often review documents after our kids are in bed or before they are up. We will let you know if we need to see more documentation. If all is well, one of us (usually Cheryl) will call for a brief chat with the child, usually the next business day. If you have limited availability for this ordinary phone call, give us several options for time frames that will work for you over the next few business days.

The call is NOT a quiz nor a test. The child doesn't need to worry about it nor talk much. The call is a formality. As long as the child doesn't deny the accuracy of the records shown, the phone call will not cause the child to fail an evaluation. Instead it is meant to relay information to the child about the progress made. During the call, we typically explain the purpose of the call, the types of information seen, and the progress seen in the records shown; the call makes sure the child knows whether he or she is progressing and meeting Florida's home education standards. Even if your child is shy or nonverbal, we can get a phone call to work.

4. Evaluation forms: We send forms to you, the parent, via email. If not received within two business days, please check your spam folder. The emailed forms will include a Portfolio Review form with notes about the documentation seen. This form is for your records only. There will also be a Home Education Evaluation Form which lists only the information needed by the district; this should be sent on to the school district's home education office.

By Florida law, the parent is to send the evaluation document to the school district; this gives you the right to review it and decide whether you want to have another evaluation done instead. This also gives you, the parent, the right to prevent extra information from being sent to the district.

5. Sending the form: You send the evaluation form for each child to the school district. We provide a link to a page that the Florida Dept. of Education maintains with contact information for all Florida school districts' Home Education Liaisons to help if you don't have the contact information handy. Most send the form via email as email provides a useful papertrail if the district later claims not to have received the paperwork.

Please let us know if you have any questions.

(Note: We are a homeschooling family and do our best to respond in a timely fashion. We are teaching our own and do reserve some time on the weekends for family. Weekday afternoons or evenings are usually the best times to reach us.)

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