

Home Education Portfolio

By Cheryl Trzasko of FLHomeschoolEvaluations.com for Florida Homeschool Parents

Year: 20____-20____

(c)2024 by Cheryl Trzasko

Student's name: _____

One portfolio can be used for multiple children within a family, if desired.

The space below may be used by the student(s) to personalize this record, if desired.

Introduction

This **Home Education Portfolio** packet is designed to meet Florida’s home education portfolio requirements. Florida law prohibits school districts from adding additional requirements and leaves the details of the contents of the portfolio to the parent as long as it includes a **Log of Educational Activities** kept around the time of the learning with **titles of reading materials**, and also some **samples of materials used or created by the student**. Florida law does not require a specific format nor a specific level of detail and school districts may not add other details.

Each page of the **Log of Educational Activities** in this packet is meant to cover an entire month. Check off the subjects covered in the numbered column for that date of the month—Feel free to cross off columns that don’t apply to that month. The subjects listed are suggestions; feel free to ignore those that don’t apply and add those that do—or choose our option without pre-recorded subjects. Nothing in Florida law demands specific subjects to be covered nor demands that subjects be covered with a certain frequency. Space is included to jot notes about field trips taken, special events attended, projects done, or anything else a parent chooses to include. Make this record work for your particular family and how homeschooling works for you.

Titles of reading materials can be titles of books, apps, websites, comics, magazines, stories, articles, workbooks, textbooks, videos with subtitles, or any other materials used that can be read; even audiobooks could reasonably be listed as they can help build comprehension skills, vocabulary, and other reading skills. Feel free to include titles read with or to or by your child. Library receipts can be saved as an alternative to recording titles of materials checked out from a library. Titles of materials can be included even if the entire item wasn’t read—after all public schools include in their curriculum lists titles of textbooks, workbooks, and other items even if they were not completely finished. Feel free to choose to list the titles of materials only once, though they are used throughout the year. Most parents include a variety of titles over the course of the year; include at least two titles for the year to meet the requirement for “titles.”

Samples of work can include the child’s handiwork (*pages written by the child, photos of projects made by the child, workbook pages with the child’s answers written on them, etc.*) AND/OR materials used by the child (*copies of some pages read by the child, directions the child used, screenshots of questions asked on a computer program, etc.*). Samples of work could be of lessons assigned in advance or of activities chosen by the child; distinctions between school work and hobbies don’t have to be made while homeschooling.

Some find it helpful to store this portfolio packet in a folder or a binder with pockets or with page protectors, so samples of work can be stored in those pockets or page protectors with the rest of the portfolio. Or you can choose to keep work samples separately—such as in a digital photo album or a workbook or textbook. We recommend keeping at least a couple of samples per subject early in your year. Then keep at least a couple more for each subject every few weeks and again towards the end of the year to have samples of work sufficient to show **educational progress commensurate with the child’s ability**—many people keep additional samples every week or month (or two) throughout the year. (If you have someone in your life who might cause trouble for you, you should consider keeping more records than required to protect yourself.)

The packet also includes optional space to note any achievements noticed during the year—whether materials finished, skill improvements, levels achieved, units completed, awards won, or whatever fits. These notes will help document the child(ren)’s educational growth and help provide proof of educational progress. A variety of notes and quotes are included to encourage, inform, inspire, and/or simplify your homeschooling journey.

This **Home Education Portfolio** is designed to be printed two-sided, flipped on the long side of 8.5” x 11” paper, but can be printed one-sided if preferred. Printing in color will make the forms easier to use as it is easier to see the day’s column and subject rows. Each form gives space for recording information for an entire month, so this portfolio packet should work for an entire year. Some may choose to punch holes and put these pages in a pocket folder or three-ring binder, while others might bind the pages into a book form. (Office supply stores are one option for turning this into a bound book.) Adding one or more pocket protectors to serve as storage for samples of work can help make this a complete portfolio record. **Laminating the cover and/or printing on cardstock can help the portfolio last longer.**

See **FLHomeschoolEvaluations.com** for more record-keeping ideas including forms that might be helpful, curriculum ideas, information about high school and determining credits, and much more that might be helpful.

--Cheryl Trzasko, Jan. 2024

Home Education Portfolio

From: ___/___/20___

To: ___/___/20___

For student(s): _____

A complete Florida home education portfolio must contain:

- A log of educational activities (kept around the time of the learning)
- Titles of materials
- Samples of work, and (over the course of a year)
- Evidence of educational progress commensurate with ability

Florida Department of Education (FL DOE) policy recommends the portfolio also contain copies of legal paperwork including the:

- Letter of Intent (aka Notice of Intent)*
- Annual evaluation

*The Letter of Intent is completed once, when beginning a home education program; if you homeschool for many years, the Letter of Intent may be several years old.

Child's full name: _____

Child's date of birth: ____/____/20____

Date of the Letter of Intent: ____/____/20____ (The month and date stated here will be the deadline for the annual evaluation every year UNLESS the child stops homeschooling before that date; the deadline changes to within 30 days of the Letter of Termination that tells the district that this child is no longer homeschooling in Florida. If moving to an Florida district and continuing homeschooling, use a Transfer Form to transfer the Letter of Intent to the new county.)

Parent's name: _____

Address: _____
_____, FL _____

Optional: Notes that anyone looking at these records should know about this child (such as special needs that might impact the child's learning ability):

If you are new to homeschooling and took your child out of a school, **consider deschooling first**. Deschooling is a transition period that's focused on informal learning and is meant to help children and their parents see that much learning can happen without trying to look like a school; deschooling can help move past the trauma and bad attitudes that schools often create and help improve homeschooling success. During this time, formal curriculum is not used—no textbooks nor workbooks—nor are strict schedules typical of schools. Instead, the learning is informal and may involve field trips and talking about what was learned (but no worksheets nor written assignments yet), watching and discussing educational videos, reading aloud together and talking about the plot, the words used, the author's purpose, or other aspects of the material, or cooking together, learning new hobbies, etc.

A very useful deschooling idea is to have the child choose a topic to study, materials and methods to study it, and a kind of project to show the learning (such as composing a paper or brochure, making a poster, giving a presentation, making a model, etc.) The topic chosen doesn't even have to be academic. Its purpose is to help a parent understand the child's preferred style of learning, so the parent can use this information to make better decisions about materials and methods to use with the child once the deschooling time is over and the child is ready for more formal learning. (Note that "unschooling" is NOT the same as "deschooling," though they share some qualities. Many recommend deschooling a month for each year the child spent in school.)

Even while deschooling, keep records of the learning done. Learning counts in homeschooling even if the child picked the activity or it's only done out loud or is otherwise informal.

Notes about field trips, special events, or educational activities for the month of _____, 202__

Directions: Write below notes about any special activities or events for this month. Feel free to leave this section blank if it doesn't apply.

Homeschooling often involves experimentation as parents strive to figure out the best methods and materials for educating their children. That's okay. As long as records are kept of the learning, even if it's very informal or if materials and/or methods are changed, these records will prove that the child is being educated.

--Cheryl Trzasko

Notes about accomplishments this month (or year thus far). These could be notes about improvements, materials finished, new levels achieved, goals accomplished, etc. Some may choose to complete this at the middle and end of the year only.

Include samples of work to have a complete portfolio per Florida law. Samples can be placed in a pocket folder or binder or in protective plastic sleeves.

Notes about field trips, special events, or educational activities for the month of _____, 202__

Feel free to tweak how materials are used to make them work better for you. Your child may prefer to answer questions aloud instead of in writing. You can assign only a few questions, instead of all of them, if you feel that is enough for your child. You can skip lessons or assignments that your child has already mastered. You can stop and review previous materials if your child isn't ready for new concepts. Make the curriculum work for you.

--Cheryl Trzasko

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Notes about field trips, special events, or educational activities for the month of _____, 202__

It's okay to quit using materials that aren't working well for your child and try something else instead. A parent directing the home education program can choose any level, any materials, any methods that will help the child learn. You, the parent, are in charge of the learning when homeschooling. --Cheryl Trzasko

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Notes about field trips, special events, or educational activities for the month of _____, 202__

Holidays are a time to celebrate. Feel free to include holiday celebrations in your homeschool records. Baking holiday cookies can include reading the recipe, following directions, measuring with fractions, and general home economics skills. Learning about the history of the holiday can involve reading, history, music, cultural and religious studies. You can schedule time off for holiday celebrations, too, if needed. –Cheryl

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Feeling discouraged? Looking back at what the student was doing a few months ago may help you see the progress that's been made. Or it may help you figure out goals to work on or changes that need to be made to help the child learn. If your child is frustrated, taking a break from a tough subject and working on underlying skills for a while, may help make more progress in the long-run. --Cheryl Trzasko

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Student Name: _____

202_____

Log of Educational Activities (Month: _____)

Subject/ <i>Title</i>	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
English Language Arts																																
Mathematics																																
Science																																
Social Studies																																
Miscellaneous																																

Titles of Reading Materials

Notes about field trips, special events, or educational activities for the month of _____, 202__

If learning has become a struggle, consider taking a day or week off. A break may help a lot. Or try a unit study or some different learning materials for a day or week—sometimes varying what you are doing can help recharge everyone. Involving the child in at least some of the decisions about what to study can help immensely. Tweaking how you use the materials can also help; you might choose to answer questions with chalk on the sidewalk, or use songs or a game to study a concept, or find a new resource that works better for your child. --Cheryl Trzasko

Notes about accomplishments this month (or year). These could be notes about improvements, materials finished, new levels achieved, goals accomplished, etc. Some may choose to complete this at the middle and end of the year only.

Include samples of work to have a complete portfolio per Florida law. Samples can be placed in a pocket folder or binder or in protective plastic sleeves

Notes about field trips, special events, or educational activities for the month of _____, 202__

This is a good time to look over what the student has learned thus far this year. Consider whether the education is going in the direction desired. If it isn't, consider changes to be made.
Have you kept samples of materials used by--or created by—the student in a variety of subject areas?
If you've been completing the forms here, you'll have a variety of titles of reading materials and a Log of Educational Activities.

Notes about accomplishments this month (or year thus far). These could be notes about improvements, materials finished, new levels achieved, goals accomplished, etc. Some may choose to complete this at the middle and end of the year only.

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Titles of Reading Materials _____

Notes about field trips, special events, or educational activities for the month of _____, 202__

Even with high school students, home education students can use a variety of materials and methods for learning. Much learning can happen outside of using textbooks and workbooks. Some of the best learning comes from projects that are student-driven or at least address student interests. If a student is fighting learning, student-driven projects can be a way to lessen the conflict.

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Miscellaneous																																	

Titles of Reading Materials _____

Notes about field trips, special events, or educational activities for the month of _____, 202__

Games and puzzles can be a fun way to learn—at any age. Search the internet for some fun ideas for students of any age.

--Cheryl Trzasko

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Notes about field trips, special events, or educational activities for the month of _____, 202__

Have a teen or pre-teen? Consider Florida's dual enrollment system which can be used as young as 6th grade by some Florida community colleges. The courses are tuition-free for home education students and fees and books may be paid for as well. More information is stored on our website. FLHomeschoolEvaluations.com --Cheryl

Notes about accomplishments this month (or year thus far). These could be notes about improvements, materials finished, new levels achieved, goals accomplished, etc. Some may choose to complete this at the middle and end of the year only.

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Notes about field trips, special events, or educational activities for the month of _____, 202__

If you started this record around the time of your Letter of Intent, it is likely time to arrange for an evaluation. The evaluation doesn't require the student to have finished curriculum. Nothing in Florida law requires home education students to use or finish published curriculum. (And schools rarely finish their materials.) If your records show that the child has made educational progress, then the evaluation shouldn't be something to worry about. The evaluation is meant to verify that the child is being educated.
I recommend scheduling an evaluation 4 to 6 weeks before your deadline. (Or 6 to 8 weeks in advance if the evaluation is due between May-Sept.)
--Cheryl Trzasko

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English Language Arts																																	
Mathematics																																	
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Notes about field trips, special events, or educational activities for the month of _____, 202__

No, the evaluation doesn't decide when your child moves to a new grade level. Parents decide when a student moves on to a new level of materials as long as home education continues. Parents can change a child's level whenever they see fit. (Note that this does not mean that schools have to honor the parent's decision for grade placement. Florida schools typically place students in the grade typical for their age.)

Notes about accomplishments this month (or year). These could be notes about improvements, materials finished, new levels achieved, goals accomplished, etc. Some may choose to complete this at the middle and end of the year only.

Include samples of work to have a complete portfolio per Florida law. Samples can be placed in a pocket folder or binder or in protective plastic sleeves

Notes about field trips, special events, or educational activities for the month of _____, 202__

Home education parents have the right to type report cards and/or transcripts for their children. Templates available online can make creating them easier. Transcripts and report cards can be useful when putting children in school or college, and may be useful with some high school clubs or activities that want to see grades.

NOTE: Transcripts cannot be required for dual enrollment students.

<https://www.flhomeschoolevaluations.com/transcripts.html> gives more details.

Notes about accomplishments this month (or year). These could be notes about improvements, materials finished, new levels achieved, goals accomplished, etc. Some may choose to complete this at the middle and end of the year only.

Include samples of work to have a complete portfolio per Florida law. Samples can be placed in a pocket folder or binder or in protective plastic sleeves

Notice of Intent

Effective Date of Notice: _____

(The parent is to send this notice to the school district **within 30 days before or after** the effective date. The effective date will be the date evaluations will be due in future years, though an additional evaluation will be due within 30 days of terminating the home education program.)

To: The Superintendent of _____ County Schools

RE: Letter of Intent to begin a Home Education Program

Student's full name: _____

Student's date of birth: _____

Parent's name: _____

Address: _____

_____, Florida _____

The student named above will be instructed in a home education program as described in Florida Statute 1002.41.

This notice of intent to begin a Home Education Program is sent within thirty days of beginning this Home Education Program, in compliance with Florida Statute 1002.41(a-b). A portfolio with a log of educational activities, titles of reading materials, and samples of work will be kept in accordance with Florida law. An evaluation will be done and documentation sent to the school district by the anniversary of this letter annually in accordance with Florida law, and an evaluation will be sent with a Letter of Termination within 30 days of ending our home education program.

Please record this Letter of Intent as required by Florida law. Please **confirm receipt of this Letter of Intent in writing** as required by FL DOE policy as outlined in their Home Education FAQ document.

Thank you.

Parent's signature: _____

cc: parent's records

Note: Contact information for all Florida school districts' home education offices can be found on a list the Florida Dept. of Education maintains:

<https://www.fldoe.org/schools/school-choice/other-school-choice-options/home-edu/district-home-edu-contacts.shtml>

State law outlines the requirements of a home education program and districts are prohibited from adding additional requirements.

Home Education Program Transfer Request

(An optional form for home education parents to use within 30 after moving to a new Florida County.)

Date: _____

This notice can be sent if a student was previously home educated in a Florida county but has now moved to a new Florida county where the Home Education Program will continue. This notice should be sent to both the former county and to the new county.)

I, the parent of the home educated child listed below, am requesting a transfer of my child's Home Education Program due to a change of address:

Student's Full Name: _____

Student's Date of Birth: _____

Parent's Name: _____

Student's Former Address: _____

Student's New Address: _____

The student named above will continue in a Home Education Program in the new county, _____, where the student now resides.

This form should serve as a Notice of Intent to register this program with the Superintendent in the new county using the same anniversary date as in the original Notice of Intent.

No evaluation and no notice of termination is required because of a change in residence.

The Superintendent of _____ **(former) county** should close out the student's home education file and **confirm the next evaluation due date** to both the parent and to the Superintendent of _____ **(new) county** in _____, either by mail or electronically.

Parent's Signature: _____ Date: _____, 20 _____

Parent's email (optional): _____ Phone number (optional): _____

Contact information is optional but will help district to send confirmation or to ask questions if information is not clearly written.

Submit this form to both County Home Education offices after moving. For their contact information, see

<https://www.fldoe.org/schools/school-choice/other-school-choice-options/home-edu/district-home-edu-contacts.shtml>

Parents should keep a copy of this form and the district verification for their record.

Notice of Termination

Effective Date of Notice: _____

(The parent is to send this notice to the school district **within 30 days after** the effective date on which the home education program ended—whether because of moving out of state, high school graduation, transferring to a school, etc.)

To: The Superintendent of _____ County Schools

RE: Letter of Termination of a Home Education Program

Student's full name: _____

Student's date of birth: _____

Parent's name: _____

Address: _____

_____, Florida _____

The home education program for the above-named student has ended.

This notice regarding termination of this Home Education Program is sent within thirty days of ending the Home Education Program, in compliance with Florida Statute 1002.41(1)(c).

This notice is accompanied by a **final evaluation** as required by Florida law.

Please record this Letter of Termination as stated in Florida law.

Thank you.

Parent's signature: _____

cc: parent's records

Contact information for all Florida school districts' home education offices can be found on a list the Florida Dept. of Education maintains:

<https://www.fldoe.org/schools/school-choice/other-school-choice-options/home-edu/district-home-edu-contacts.shtml>

Schools should accept official transcripts given them by parents per the Uniform Transfer of Credit Rule in Florida law as long as the student passes the first grading period in the school. Information on putting together a transcript is located on our website at FLHomeschoolEvaluations.com

Any additional notes: