

Home Instruction Reviews – Portfolio Review Options

Families electing AACPS to supervise the home instruction program for the second semester (Spring 2024) will have two options for completing the review actions.

Option A- Schedule a virtual meeting with the Home Instruction Office through Sign-Up Genius. The 30-minute virtual meeting is hosted through Google Meet February 12 through March 22, 2024. The [Sign Up Genius](#) link may be used to schedule the meeting and may also be found at www.aacps.org/homeinstruction under *Announcements*. During the 30-minute meeting, families will share records and evidence of regular and thorough instruction for each of the required subjects. The designated Home Instruction Reviewer will complete the home instruction report for the semester in partnership with parent or guardian.

Option B (new to families)- Rather than schedule a 30-minute virtual meeting, families may choose to create a digital portfolio using Google Drive to demonstrate regular and thorough instruction in the required subjects. The digital portfolio must be submitted during the same time period, February 12 through March 22, 2024. Families submitting a digital portfolio **will not** schedule a meeting through Sign-Up Genius. Families selecting this option must include digital records such as pictures, scans, electronic reports, etc.

A Webinar providing general information about creating and submitting a digital portfolio review will be held on February 1, February 7, and February 13, 2024. A recording of the webinar will be posted at www.aacps.org/homeinstruction on February 2 for families who are not able to attend a live session.

Creating Digital Portfolios:

Digital portfolios may be created and maintained using a desktop computer, laptop computer, Chromebook, or smartphone. Informational videos showing the steps to creating digital portfolios using Google Drive are linked below. It is requested that parents create and maintain one digital portfolio for each child.

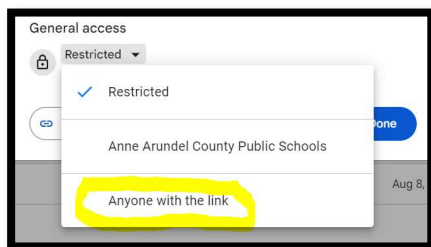
Step 1- Creating and Sharing a Master Folder

Create one master folder (folder named Student Last Name.Student First Name) per student. This will be the folder you share with the Home Instruction Office so there is only **one link** being shared per student.

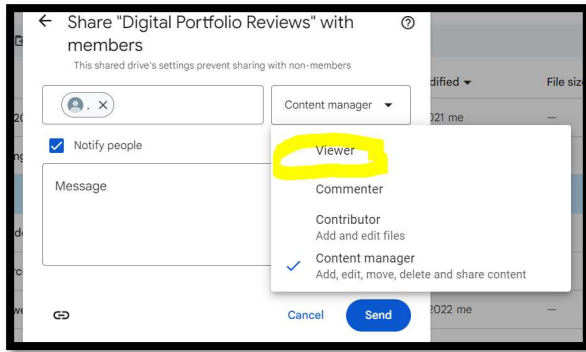
- On your computer or phone, go to drive.google.com
- Select and create New Folder.
- Rename the folder by student last name then first name.
- Select 'Share' to add viewing rights with the Home Instruction Office.



- **Change General Access from 'Restricted' to 'Anyone with the Link'**. After receiving a letter of compliance you may resume Restricted Access.
- Share the folder with homeinstruction@aacps.org



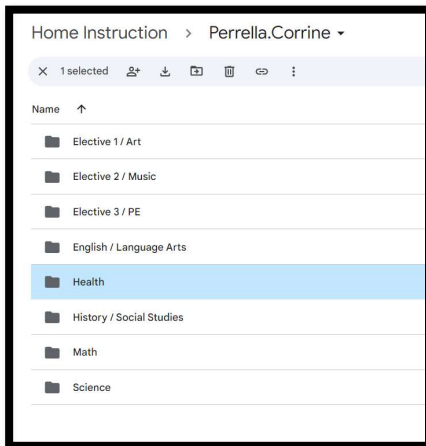
- To choose how the Home Instruction Office may use the folder, select the Down arrow and choose 'Viewer'.



- Select 'Send'. An email is sent to the Home Instruction Office with a link to the digital portfolio.

Step 2- Setting up a Spring 2023 Digital Portfolio

- Create a separate folder for each subject.
- Within each subject folder include an overview of the topics covered and a sample of corresponding activities.



Step 3- Using a Smartphone to Manage Digital Portfolio Documents

- View the [Youtube Video tutorial](#) on scanning and uploading documents to your child's home instruction portfolio: <https://bit.ly/3Hv6bY3>

If you intend to select Option B- Submit a Digital Portfolio Review, please submit a notice through the following link alerting the Home Instruction Office of your selection: [Google Survey](#) or <https://bit.ly/3HA7a9e>