Top Ten Tips
for Creating a Home Instruction Portfolio

To assist parents and guardians in the creation of a Home Instruction Portfolio that will be assessed for compliance with COMAR (Code of Maryland Regulations), the following suggestions and recommendations are offered:

1. A best practice is to provide evidence of a regular instructional schedule by presenting a plan book or log which records instruction conducted in each subject throughout the school year. Logs can be especially helpful to document physical education or other participation activities.
2. Consider taking photos or short videos to document activities such as musical instrument or choral practice and/or recitals; little league sports; lessons in gymnastics/martial arts/dance, etc. Registration forms from such classes/teams/clubs are also useful documents.
3. Including approximately one student work sample per week from each required subject can help to provide evidence of regular, thorough instruction.
4. It is a good practice to date all student work including workbook pages, art work, tests and projects.
5. Arranging the portfolio by subject allows for a more efficient portfolio review.
6. It is helpful for you to bring evidence of the scope of each curricular subject or topics taught in each subject (e.g. textbook; copy of table of contents from textbooks; computer printout of syllabus from online courses). When the curriculum does not follow a prepared text or packaged course, you may want to provide an outline or list of topics covered.
7. When using a series of workbooks, it is a good practice to bring the first and last workbook completed.
8. Many families pick up brochures to document optional field trips.
9. If enrolled in online instruction, providing printouts regarding student participation and progress will help document regular, thorough instruction. Most online instructional programs list dates when students logged in, percentage of course(s) completed and scores on assessments.
10. It is helpful to keep a reading log of books read. Some parents bring receipt tapes from the public library.