## Evaluate The Portfolio

Before sharing your Student Introduction Portfolio with school personnel, use the checklist below to evaluate your efforts. Good luck!

| Organization                          | - There is a statement of purpose that clearly identifies what the portfolio is meant to communicate.  
|                                      | - The intended audience is stated.  
|                                      | - There is a clear table of contents or the major areas of content are easily visible.  
|                                      | - Information is clearly organized by sections |
| Readability                          | - The print size and font are easy to read  
|                                      | - The amount of print on each page is not overwhelming  
|                                      | - The pages are easy to turn (artifacts are safely secured in the portfolio) |
| Information                          | - All photos and information in the portfolio is directly related to the intended purpose of the portfolio.  
|                                      | - Information included is pertinent, important, and current.  
|                                      | - Information included has not been or might not be shared through other sources (e.g., the FIE).  
|                                      | - Information is shared once – no unnecessary repetition within the portfolio.  
|                                      | - All photos, work samples, etc. are clearly identified with date and significance (why it was included). |
| Appearance                           | - Colorful pages, photos and graphics serve a purpose and do not detract from the information.  
|                                      | - Only visuals (photos and graphics) that tell something important are included. |
| Presentation                         | - The information is presented in such a way that the portfolio could stand on its own – it is self-explanatory.  
|                                      | - The portfolio can be presented within a reasonable amount of time by the parent and/or student. It should not take more than 15 minutes of the teacher’s time. |

Excerpted from the Family to Family Network Portfolio Development Guide