Westridge Christian/Orchard Academy
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INDEPENDENT STUDIES INSTRUCTOINS

Instructions For Completing the Portfolio Review Form

General Information

Each family enrolled with Westridge Christian Academy for Independent Studies is required to maintain a "portfolio" of samples, or other written documentation of each child's work for each subject covered during the school year. Through the eighth grade, the subjects that WCA requires to be covered during each school year are: English, Math, Science, Social Studies, Art, Music, Health, and Physical Education. From the ninth grade through the twelfth grade, the courses are as required for graduation from WCA. Each family must have their "portfolio" reviewed at least once during each school year by a WCA Official. The Portfolio Review Form is used to document the review process. The family will use it to record the courses covered during the school year. The reviewer will use it to verify that a family has shown satisfactory written documentation of regular instruction.

General Instructions

1. Please print when completing the Portfolio Review Form
2. Please use a black or blue pen.

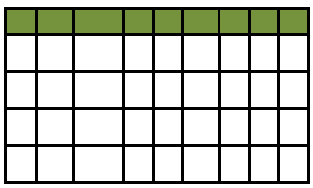
Parent's Instructions

Before the portfolio review takes place, a parent (or legal guardian) should complete the following items:

1. A parent must have completed the initial interview process with a school official.
2. Two (2) students may be reviewed on each Portfolio Review Form. If there are more than 2 students, additional copies* of the form will be needed.
*Photocopies may be made.
3. Each column should have a student's name listed in the header. Be sure to list all students enrolled with WCA during the year.
4. The course name should be listed first in each subject block. (See example 1)
5. The textbooks, workbooks, unit studies, or other materials used as documentation should be briefly listed below the course name.
6. A parent should sign the verification section at the bottom of the page. If more than one Portfolio Review Form is used, please be sure to fully complete and sign each one.
7. The total number of course review sheets being used should be listed at the bottom of each page.
8. It is recommended that copies of the completed Portfolio Review Form be made for your records. (Please send the originals to WCA)
9. Send your completed Portfolio Review Form with your Renewal Enrollment Form before the appropriate due date. A family may not renew with WCA until the final portfolio review that particular school year has been completed. The final deadline for any Portfolio Review Forms and Renewal Enrollment Forms to be submitted is a postmark date of May 31. Renewal for the new school year is automatic. You will be billed before the final review week. To avoid a lapse in enrollment and a new registration fee, payment is due by June 1.

Other Notes

1. Reviews will be conducted at lease once a year in the Spring but you may request a Mid-term review. At that time you will get a renewal invoice. Typically this will take place sometime during the last week of May.
2. Although written documentation is required for all families, no particular curriculum or style of instruction is required. Each individual family is permitted to choose the materials to be used for their students. WCA will give you a suggested curriculum list, but it is for advisement purposes only.
3. Acceptable forms of written documentation may include textbooks, workbooks, written work samples, tests and quizzes, calendars, journals, photographs, activity programs & bulletins, certificates of achievement, or other similar materials. WCA does require one end of the semester test, two quizzes and five sample pages of work per subject area per semester.

See example 1 below:

Subject:	Curriculum Used:	Documentation:	1st sem	2nd sem	Grade	Yes/No	Credit	Initials