**3-5 Homeschool Collaborative**

**Work Journal Checklist**

(you do not need to include this with your paperwork)

Here is a review of Work Journal info:

1. *Work Journal Goals pages*
	1. List appropriate, standards-connected goals for each content area which represent the primary goals you focused on with your student during the work journal period.
		1. You do NOT need to list every goal addressed.
		2. Goals listed do NOT need to have been met.
		3. Goals should reflect State of CA content standards (which all of the resources we have given to you, do)
	2. List 2 work sample titles in the appropriate section for each content area
		1. The work samples should reflect one or more of the listed goals
		2. Not every goal needs a work sample
		3. You will turn in a total of 10 work samples (see below)
2. *Work Journal Daily Engagement Log pages*
	1. Clearly describe the work done by your student each day. Please remember that it should reflect a full day of learning (which can include field studies) and that the quantity of reading, writing and math over the course of the work journal period should be the equivalent of having had meaningful, daily engagement. If you have questions about this, let me know.
	2. Social Studies and/or Science should be logged on most days.
	3. Each entry should include WHAT your student is learning and HOW they are learning it (what they did).
	4. You may either use the content areas listed for each day to organize your reporting or remove them before writing your entry. Either way is acceptable.
	5. Print out a hard copy of this document (including the goals pages) to submit. We cannot accept digital submissions.
	6. Parent educator and student sign the log. Please date it the last day of the WJ.
3. *Work Samples*
	1. Your student should write their name and the date completed on each work sample.
	2. Work samples need to be your student’s actual work. Examples of submissions that do not qualify as work samples are: lists of books read, print-outs of scores or certificates from computer programs, and accounts of activities written by someone other than the student.
	3. Work samples will be filed, so please be mindful of choosing samples that can fit this format.
	4. Work samples that are multiple pages should be stapled. But DO NOT staple together multiple samples (eg. Do not staple Reading sample #1 and Reading sample #2 together)
	5. If you are submitting a scanned copy or photograph of your student’s work as a work sample, we need to have your student write a caption or description on the copy (wet ink).
	6. We must keep these work samples in our files for years and will not be able to return them to you. Please do not submit anything that is precious.

Please assemble your work journal packet in this order:

* Staple the Goals pages and Daily Engagement Log together.
* Place the work samples behind the stapled packet, in this order:
	+ - Reading #1
		- Reading #2
		- Writing #1
		- Writing #2
		- Math #1
		- Math #2
		- Science #1
		- Science #2
		- Social Studies #1
		- Social Studies #2
* Paper clip the packet together

Turning in your work journal packet

* Your work journal paperwork packet must be turned in to the front office before 4:15 on the due date.
* If you have a meeting with me before the deadline, you may give your work journal to me when we meet.
* Please DO NOT hand me your paperwork right before or during class time. I will not be able to give it a once-over look and it will distract me from the kids.