



### Portfolio Guidelines

- Portfolios are usually presented in a three ring binder notebook. The following is an outline of what should be included:  
Resume  
Reflections of each standard  
Table of contents/PreService Performance Assessment sheet (PPA) pages 2-5  
[http://www.doe.mass.edu/edprep/ppa\\_form.pdf](http://www.doe.mass.edu/edprep/ppa_form.pdf)  
List samples of evidence next to each indicator on the PPA form.
- Each piece of evidence is given a rating: 1 does not meet standard 2 meets standard and 3 exceeds standards. All pieces of evidence need to receive a rating of at least a 2.
- Teachers are required to write a personal reflection piece for *each of the five standards* but it is not necessary for each indicator.
- The reflection pieces should touch upon the teacher's thoughts as he/she started teaching and the changes and growth within the standard area that has occurred over the teacher's time in the classroom. Finally, teachers should address how they want to grow in this standard area in the future. Length of reflections should be about one page and be included at the beginning of each standard in the portfolio
- At least one "hard" piece of evidence is required for each indicator and sub-indicator as proof that such area is being addressed by the teachers in their classroom setting. [http://www.doe.mass.edu/edprep/ppa\\_guidelines.pdf](http://www.doe.mass.edu/edprep/ppa_guidelines.pdf)  
This document provides a list of questions to be used to guide the teachers in assembling evidence. License subject specific questions are on pages 13-44 in the document and need to be included in the portfolio under Standard B Indicator 2(c).

### Suggested forms of Evidence for Portfolios include:

Lesson plans/units  
Student work  
Observations reports from Instructional Consultant, Mentor, Principal, etc. highlight areas referred to  
Letters of recommendation  
Assessments  
Copies from plan books  
Individual Education Plans  
Teacher handbooks  
Newsletter  
Newspaper clippings  
Parent letters/letters from colleagues  
Pictures-need to be supported by observation report  
Transcripts  
Certification of completion of workshops, seminars, professional development, etc

Sample portfolios are available for viewing in the Stoneham office. Please contact Andrea [andrea.classmeasures@verizon.net](mailto:andrea.classmeasures@verizon.net) to schedule a time.