

## PROCESS FOLIO REQUIREMENTS 2007-08

A Process Folio is a teaching/planning tool, designed to assist teachers in meeting the goal of helping **ALL** students master rigorous, challenging course work. The process folio helps a teacher to organize a course of study and provide accountability for the day-to-day activities of the classroom.

The Process Folio is simply a large three-ring binder used in which the teacher includes the following:

- Assessment documentation page
- Weekly lesson plans
- Assessment instruments
- Explanation/example of substituted activities for Essential Activities
- Samples of student work when appropriate
- Substituted Activities
- Writing Samples (2 or 3 each nine weeks:  
High-Average-Low)
- Unique Projects

The Process Folio is constructed as planning is done and instructional activities are implemented throughout the course of the year. It is an excellent tool for self-evaluation and reflection, as well as, a means of facilitating collegial planning and sharing of best practices. Sharing previous student work samples can be a teaching tool.