Monthly Portfolio Update · Teacher Checklist

Name: _____

School year: 20___-20___ **Level:** L1 / L2 **Student's year in class:** 1st / 2nd **Cycle:** A / B

One sheet per binder per school year. Initial or check a box when done; write N/A if it does not apply that month. Keep this sheet in the teacher file, not in the student binder.

Task	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Unit this month (approx.)	U1	U1	U2	U2	U3	U3/U4	U4/U5	U5	U5/U6	U6
Filed at least one dated work sample from the current unit (see unit row)										
Filed the unit project / showcase piece when a unit ended										
Student added a log line on the section title page (L2) or helped file (L1)										
Student picked a Best Work piece, or confirmed none this month										
Resume updated with any new job task, volunteer shift, or skill										
Goal Board progress marked (Tab 3A)										
2-3 minute binder talk with the student										
Privacy check: no faces in photos, no full IEP documents										
Page protectors, tabs, and rings in good shape; worn pages replaced										
Take With Me (Tab 5) info still current (final year: monthly; else check-in)										
Skills checklists rated with the student (June: required; mid-year: optional)										
Optional: binder shared with family (per teacher)										

Where unit work is filed

When	Unit	File in
Sep-Oct	Unit 1 Self-Advocacy	Tab 3 Personal Life
Nov-Dec	Unit 2 Independent Living	Tab 2 Daily Living
Jan-mid Feb	Unit 3 Health & Wellness	Tab 3 Personal Life
mid Feb-Mar	Unit 4 Employment	Tab 1 Vocational
late Mar-early May	Unit 5 Financial Literacy	Tab 1 Vocational
mid May-Jun	Unit 6 Community Navigation	Tab 4 Community

Notes