> Appendix A:

Focused Portfolios™ Forms

Forms on the following pages may be reproduced
for use in portfolios.

Friends Collection Form

Child's Name _____   Date _____

Observer _____

Based on your observations, who are this child's friends? What do they do together?
How does this child express his or her feelings towards them? Add a photo to illustrate
this friendship.

Description:

Favorites **Collection Form**

Child's Name _____ Date _____

Observer _____

After observing the child on multiple occasions, describe a favorite activity that the child does often. Add details that you've noticed about the child's interests and choices. Add a photo if you can.

Description:

Family Collection Form

Child's Name _____ Date _____

Observer _____

Families often have stories to share about their child's accomplishments at home. They also have special moments with their child in your classroom. Use this form to document a story that the child's family has shared with you, or take a photo of a special moment between the child and the people who are important in his or her life.

Description:

Focused Portfolios™ **Photo**

Attach
photograph
here

Developmental Milestones Collection Form
Version #1 Infant/Toddler

Child's Name _____   Age _____

Observer _____   Date _____

Check off the *areas of development*
that apply:

❏ Shows interest in others
❏ Demonstrates self-awareness
❏ Accomplishes gross-motor milestones
❏ Accomplishes fine-motor milestones
❏ Communicates
❏ Acts with purpose and uses tools
❏ Expresses feelings

This photo, work sample and/or anecdote
illustrates the following *developmental
milestone(s):*

_____

_____

_____

_____

Check off whatever applies to the context of this observation:

❏ Child-initiated activity   ❏ Done with adult guidance
❏ Teacher-initiated activity   ❏ Done with peer(s)
❏ New task for this child   ❏ Time spent (1–5 mins.)
❏ Familiar task for this child   ❏ Time spent (5–15 mins.)
❏ Done independently   ❏ Time spent (15+ mins.)

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Developmental Milestones Collection Form
Version #1 Preschooler

Child's Name _____   Age _____

Observer _____   Date _____

Check off the *areas of development*
that apply:

- ❏ Thinking, Reasoning & Problem-Solving
- ❏ Emotional and Social Competency
- ❏ Gross-Motor Development
- ❏ Fine-Motor Development
- ❏ Language and Communication
- ❏ Reading & Writing Development
- ❏ Creative Development

This photo, work sample and/or anecdote
illustrates the following *developmental
milestone(s):*

_____

_____

_____

_____

Check off whatever applies to the context of this observation:

- ❏ Child-initiated activity
- ❏ Teacher-initiated activity
- ❏ New task for this child
- ❏ Familiar task for this child
- ❏ Done independently

- ❏ Done with adult guidance
- ❏ Done with peer(s)
- ❏ Time spent (1–5 mins.)
- ❏ Time spent (5–15 mins.)
- ❏ Time spent (15+ mins.)

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Developmental Milestones Collection Form
Version #2 Infant/Toddler
(using your own developmental charts)

Child's Name _____ Age _____

Observer _____ Date _____

List the *areas of development*
that apply:

_____

_____

_____

This photo, work sample and/or anecdote
illustrates the following *developmental
milestone(s):*

_____

_____

_____

Check off whatever applies to the context of this observation:

❑ Child-initiated activity   ❑ Done with adult guidance
❑ Teacher-initiated activity   ❑ Done with peer(s)
❑ New task for this child   ❑ Time spent (1–5 mins.)
❑ Familiar task for this child   ❑ Time spent (5–15 mins.)
❑ Done independently   ❑ Time spent (15+ mins.)

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Developmental Milestones Collection Form
Version #2 Preschooler
(using your own developmental charts)

Child's Name _____ Age _____

Observer _____ Date _____

List the *areas of development*
that apply:

_____

_____

_____

This photo, work sample and/or anecdote
illustrates the following *developmental
milestone(s):*

_____

_____

_____

Check off whatever applies to the context of this observation:

❑ Child-initiated activity   ❑ Done with adult guidance
❑ Teacher-initiated activity   ❑ Done with peer(s)
❑ New task for this child   ❑ Time spent (1–5 mins.)
❑ Familiar task for this child   ❑ Time spent (5–15 mins.)
❑ Done independently   ❑ Time spent (15+ mins.)

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Developmental Milestones Collection Form
Version #3 Infant/Toddler
(for young children with identified special needs)

Child's Name _____   Age _____

Observer _____   Date _____

List the *areas of development*
that apply:

This photo, work sample and/or anecdote
illustrates the following IFSP goals:

_____

_____

_____

_____

_____

_____

Check off whatever applies to the context of this observation:

❏ Child-initiated activity   ❏ Done with adult guidance
❏ Teacher-initiated activity   ❏ Done with peer(s)
❏ New task for this child   ❏ Time spent (1–5 mins.)
❏ Familiar task for this child   ❏ Time spent (5–15 mins.)
❏ Done independently   ❏ Time spent (15+ mins.)

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Developmental Milestones Collection Form
Version #3 Preschooler
(for young children with identified special needs)

Child's Name _____ Age _____

Observer _____ Date _____

List the *areas of development*
that apply:

_____

_____

_____

This photo, work sample and/or anecdote
illustrates the following IEP goals:

_____

_____

_____

Check off whatever applies to the context of this observation:

❏ Child-initiated activity
❏ Teacher-initiated activity
❏ New task for this child
❏ Familiar task for this child
❏ Done independently

❏ Done with adult guidance
❏ Done with peer(s)
❏ Time spent (1–5 mins.)
❏ Time spent (5–15 mins.)
❏ Time spent (15+ mins.)

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Infant/Toddler Word List

Child _____   Teacher(s) _____

Date:	Word Approximations, Words, and/or Word Combinations	Context (imitation, response to comment or question, self-initiated)

Anecdotal Comments:

Focused Portfolios™ **Reflection and Planning Form**

Child's Name _____ Age _____ Teacher _____ Date _____

Teacher Reflection
Refer to all areas of development and to the items in the portfolio

Summarize information from Favorites, Friends, and Family:

List milestones accomplished:

Describe progress that has been observed:

List the milestones that this child is working on (these are the goals for the next collection):

Family and Teacher Planning

Discuss plans to support further development. Write ideas for classroom activities, family involvement, and teacher support. Add any general comments.

Teacher:

Family member(s):

Focused Portfolios™ **Reflection and Planning Form**
Final Collection

Child's Name _____ Age _____ Teacher _____ Date _____

Teacher Reflection
Refer to all *areas of development* and to the items in the portfolio

Summarize information from Favorites, Friends, and Family:

List milestones accomplished:

Describe progress observed as compared to previous collection(s):

Milestones that this child is working on:

General Comments about This Child's Growth and Development Over the Course of the Year

Teacher:

Family member(s):

Focused Portfolios™

Recording Class Observations by Date
Infant/Toddler

Instructions for using this form: Enter the names of all children in the group. Working across the page, write the dates of your observations in the appropriate columns.

Child's Name	Shows Interest in Others	Demonstrates Self-Awareness	Gross-Motor Development	Fine-Motor Development	Communicates	Acts with Purpose and Uses Tools	Expresses Feelings

Focused Portfolios™

Recording Class Observations by Date
Preschooler

Instructions for using this form: Enter the names of all children in the group. Working across the page, write the dates of your observations in the appropriate columns.

Child's Name	Thinking, Reasoning, and Problem Solving	Emotional and Social Competency	Language and Communication	Gross-Motor Development	Fine-Motor Development	Reading and Writing Development	Creative Development

Focused Portfolios™

Recording Individual Child Observations by Date
Infant/Toddler

Child's Name _____

Instructions for using this form: Place this form on the outside of each child's portfolio folder. As you record and file observation documentation in the child's folder, write the dates of your observations in the appropriate columns.

Documentation Collected	Date(s) for Fall Collection	Date(s) for Spring Collection
Favorites		
Friends		
Family		
Shows Interest in Others		
Demonstrates Self-Awareness		
Gross-Motor Development		
Fine-Motor Development		
Communicates		
Acts with Purpose and Uses Tools		
Expresses Feelings		

Focused Portfolios™

Recording Individual Child Observations by Date
Preschoolers

Child's Name _____

Instructions for using this form: Place this form on the outside of each child's portfolio folder. As you record and file observation documentation in the child's folder, write the dates of your observations in the appropriate columns.

Documentation Collected	Date(s) for Fall Collection	Date(s) for Spring Collection
Favorites		
Friends		
Family		
Thinking, Reasoning, and Problem-Solving		
Emotional and Social Competency		
Language and Communication		
Gross-Motor Development		
Fine-Motor Development		
Reading and Writing Development		
Creative Development		

Tracking Progress through Multiple Anecdotes

Child's Name _____ Area of Development _____

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Date:_____Child's age_____Observer_____

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Date:_____Child's age_____Observer_____

Anecdotal Note: Describe what you saw the child do and/or heard the child say.

Date:_____Child's age_____Observer_____