



FREE RECORDKEEPING PACK

Florida Portfolio & Annual Evaluation Prep Pack

Practical logs, checklists, and questions to help home education families organize records without overcomplicating them.

Inside this resource

- ☐ Portfolio requirements in plain language
- ☐ Weekly learning and reading logs
- ☐ Work-sample index
- ☐ Evaluator interview worksheet
- ☐ Year-end prep checklist

Created by a homeschool parent. Built for Florida families.

Updated October 2026



What Florida's home education portfolio contains

Under 2026 Florida Statute 1002.41, the portfolio includes a contemporaneous log of educational activities that identifies reading materials by title, and samples of writings, worksheets, workbooks, or creative materials used or developed by the student.

The parent preserves the portfolio for two years. If the superintendent or designee requests an inspection, the statute provides 15 days' written notice. The statute does not require a prescribed lesson-plan format or a particular number of daily instructional hours for a home education program.

Separate annual evaluation

The portfolio supports learning records. The annual evaluation is a distinct requirement and must be selected from the options allowed by §1002.41.



WEEKLY LOG

Learning activities and reading materials

Date	Educational activity / subject	Reading material by title	Sample saved?



Learning activities and reading materials — continuation

Date	Educational activity / subject	Reading material by title	Sample saved?



WORK SAMPLES

Representative sample index

Choose samples that show range and progress. You do not need to keep every completed page.

Date	Subject	Sample / project	Why it matters	Stored where



Choose one statutory evaluation method

Method listed in §1002.41	Questions to confirm
Florida-certified teacher review	Certificate is current and covers academic subjects? What records are requested? What is delivered to the district?
Nationally normed test administered by a certified teacher	Is the test accepted? Who administers it? When will results arrive?
State student assessment	What district location, conditions, registration deadline, and grade availability apply?
Evaluation by a qualifying licensed psychologist	Does the evaluator meet the cited Florida licensing provisions?
Other valid measurement tool mutually agreed upon	Obtain the district superintendent's agreement before relying on this method.

PEP families

PEP accountability and assessment rules are not interchangeable with home education annual-evaluation rules. Use the current scholarship handbook and purchasing guide.



EVALUATOR CONVERSATION

Questions before you schedule

- ☐ What Florida certification or license do you hold, and may I verify it?
- ☐ Which grades and learning approaches do you regularly evaluate?
- ☐ What portfolio items do you want to review?
- ☐ Is the evaluation in person or virtual?
- ☐ What is the total price and cancellation policy?
- ☐ What written document will I receive?
- ☐ Will you send it to the district, or will I?
- ☐ How do you protect student records?

Notes



Portfolio and evaluation readiness check

- ☐ Learning logs are dated and reasonably current.
- ☐ Reading materials are identified by title.
- ☐ Representative work samples show growth and variety.
- ☐ Digital records have a backup.
- ☐ Evaluator/test method is selected and verified.
- ☐ District deadline and submission method are confirmed.
- ☐ A copy of the evaluation and proof of submission will be retained.
- ☐ Portfolio retention date is noted for two years.

Important dates

Program anniversary

Evaluator booked

Evaluation completed

Submitted to district

Retain records until



SOURCES

Verify before you file

[2026 Florida Statute 1002.41 — Home education programs](#)

[Florida Department of Education — Home Education](#)

[Florida Department of Education — Parent Resources](#)

Educational use

This pack is not legal advice and does not replace your district's current submission instructions. Reviewed October 2, 2026.

Questions for my district or evaluator
