

Spring 2019 Portfolio Submission Guidelines and Deadlines

Requests for Portfolio Extensions:

It is required that all portfolio collections are submitted by May 1, 2019. Extensions may only be granted in the case of a natural disaster or other such circumstances. Extension requests must be submitted by district leads via Formstack on behalf of the educator and will be reviewed on a rolling basis from April 1 through May 1, 2019. Districts will receive an email notifying them of approval status. No extension requests will be considered after the May 1 portfolio submission deadline. **Any portfolios submitted after May 1, 2019 that have not received an approved extension request will receive an Incomplete. Approved extension requests will be granted five additional business days to finalize the submission. Any portfolios not completed in that time will receive an Incomplete.**

Portfolios Due May 1:

Portfolios are due May 1, 2019. Tennessee statute § 49-1-302 states that failure to submit a portfolio will result in the teacher receiving an incomplete. A portfolio will be assigned an incomplete if any of the four collections are not completed and submitted by the deadline. Please note, an incomplete does not generate a level of overall effectiveness (LOE).

Indicating Content Portfolio Models:

If you are a non-tested grades teacher and have not indicated your content portfolio model inside of Portfolium, please do so as soon as possible. If you have not requested a content portfolio, please contact your content advisor immediately.