



**Notebook:**

EVALUATION CRITERIA	YES	NO	WHAT TO IMPROVE
Lining (paper, plastic cover and tag with personal information).			
General cover.			
Term Separator with evaluation chart.			
Term Cover (colored).			
Homework control.			
Classroom rules pasted			
Checklist pasted			
Index pasted.			
Complete dates and phrases.			
Title and headings with different color.			
Learning process			
Legible letter and punctuation marks.			
Use only pencil, color pencils and pens (no markers).			
Completed activities			

**Portfolio:**

EVALUATION CRITERIA	YES	NO	WHAT TO IMPROVE
Lining (paper, plastic cover and tag with personal information).			
General cover.			
Term Cover (colored).			
Complete dates and phrases.			
Title and headings with different color.			
Use only pencil, color pencils and pens (no markers).			
Well use of the space, each activity needs one full page.			
Completed activities.			
Key word list per Lesson			
Illustrated summary of each Lesson			
Graphic organizer of each Lesson			

**Books:**

EVALUATION CRITERIA	YES	NO	WHAT TO IMPROVE
Lining (plastic cover and tag with personal information).			
Complete dates and phrases.			
Attached sheets of paper with extra information if necessary.			
Use only pencil or black pen.			
Legible letter and punctuation marks.			
Completed activities			