



Child Portfolio File Checklist

Child's Name: Birthdate:

Start Date: Transition Date:

Infant ☐ Toddler ☐ Preschool ☐

**** Sections in RED indicate SUTQ requirements****

Section 1: Background Information

Source of Evidence	Date when added
Getting to Know You	
IFSP/IEP/504 Plan (if applicable)	

Section II: Screenings

Source of Evidence		Date
Ages and Stages (Developmental)	45 Days of Enrollment	
Family		
Teacher		
	Transition	
		Date
Ages and Stages (Social/Emotional) as needed	45 Days of Enrollment	
	Transition	
Formal Assessment: Report Card		
Dates		
October:		
February:		
May:		
August (optional):		

Section III: Developmental and Educational Goals

Source of Evidence (within 30 days)	Dates			
Developmental and Educational Goals for SUTQ (JFS 1514)				

Section IV: Informal Assessments (Anecdotal Records)					
Source of Evidence	Date				
Child Observation Note-Taking Record (circle when month is completed)	Jan May Sept	Feb Jun Oct	Mar Jul Nov	Apr Aug Dec	
RTI Behavior Log (if applicable)					

Section V: Child Work Samples (Art, Writing, Dictation, Photos, Evidence of Family Partnerships)					
Circle when month is completed.	Jan May Sept	Feb Jun Oct	Mar Jul Nov	Apr Aug Dec	

Section VI: Parents as Partners	
Source of Evidence	Date
Transition Letter	
Child Transition Plan (JFS 1373)	
Parent Conference Checklist	
October:	
February:	
May:	
August (optional):	