

PORTLAND PUBLIC SCHOOLS
WRITING Essential Skills WORK SAMPLE ENTRY SHEET
(Attach this cover sheet to the student work sample)

Student Name: _____ Student ID#: _____

School: _____ Teacher Name: _____ Grade: _____

Date Task Assigned: _____ Date Task Completed: _____

Writing Strand (please check one box; work sample will not count if strand is not identified):

- Ess. Skills–Expository
- Ess. Skills–Persuasive
- Ess. Skills–Narrative

Task Title (*Required. The strand type can also be used for the title*):

Scores:

Ideas & Content	Organization	*Voice	*Word Choice	Sentence Fluency	Conventions

***Voice and Word Choice should be scored but are not required to meet the benchmark.**

Performance Standards:

Meets = 4

Exceeds = 5, 6

Students must score at least a 4 on each of the four required traits.

Did not complete work sample for the following reason:

- Absent
- Refusal
- Other _____

Scorer's Identification Number: _____

Date entered in Synergy _____ Who entered the data in Synergy: _____