

Portfolio Reviewer Documents Checklist

- W-9 tax form (if you are not already in the JSC system) *and*
- Request for Payment Form
 - ✓ For stipend payment after attending the training session
- Portfolio Handbook
- Portfolio Scoring Sheets (Individual Word Docs for Entries 1-6 or as one PDF)
- Scoring Sheet for GUM assessment
- Portfolio Prescription form (as DOC or PDF)
- Portfolio Outline Checklist
- Portfolio Approval form (as DOC or PDF)
 - ✓ If there is not one accompanying the portfolio

W-9 form should be mailed to:

Vicky Sanborn, Staff Assistant
Education & Behavioral Science
Johnson State College
337 College Hill
Johnson, VT 05656
(802) 635-1320
Fax: (802) 635-1465
vicky.sanborn@jsc.edu

All other forms, assessments and the scored portfolio should be mail or given to:

Steven Light, Coordinator of Licensure Portfolios
Dibden Center for the Arts
Johnson State College
337 College Hill
Johnson, VT 05656
(802) 635-1370 - office
(612) 867-5332 - mobile
steven.light@jsc.edu