



3rd Floor, Building 1, Ministry of Education. 2 - 4 National Heroes' Circle, Kingston 4.
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Email: ncel@moey.gov.jm

*****, 20**

Dear Principal:

Please be advised that your portfolio becomes due on *****. You are being asked to submit an electronic version to **ncel@moey.gov.jm** then present the actual binder to the convener of your Quality Education Circle. Portfolios are to observe the following guidelines in keeping with the standards promulgated by the Jamaica Teaching Council:

1. Documents should be typed and double-spaced using one inch margins all around Times New Romans, Arial or Courier as fonts;
2. The portfolio should utilize a 2 or 3 inch binder [preferably white or black] with letter or legal size paper placed in plastic wallets in sections divided by subject dividers;
3. There should be two sections:
 - (a) Section A is to contain:
 - (i) Cover sheet (your name, the school address of the school and date);
 - (ii) Table of Contents
 - (iii) A brief profile of yourself (no more than two pages); and
 - (iv) A brief overview of the School (no more than two pages).
 - (b) Section B is to contain:
 - (i) Your Leadership Development Action Plan (which was signed off on); and
 - (ii) Evidence of the Strategies Implemented and Outcomes Obtained (please ensure your artifacts are correctly labelled).

The portfolio is to be taken to the Regional Office subsequent to which you will be notified of the date on which you will be evaluated. Only participants deemed to have demonstrated competence in the (at least four) modules pursued will be certified before moving on to the remaining ones. Your usual co-operation will be appreciated.

Respectfully,

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Dr. Maurice D. Smith, *CPFed.*
Principal Director