

**Indiana University of Pennsylvania**  
**English Writing Portfolio Program Information Form**

**TO THE STUDENT:** If you choose not to submit a portfolio for placement/exemption consideration, do not submit this form. You will take the placement test instead during Orientation at IUP.

To submit a portfolio, fill out the first two-thirds of this form and the "postmark date" blank in the "Teacher" section. Give the completed form to your supervising teacher along with your portfolio. Your teacher or school counselor can scan then email the signed form and portfolio to [writing-placement@iup.edu](mailto:writing-placement@iup.edu) (or download a copy to fill in electronically at the website at the bottom of this page), or you can mail the portfolio and form to **Writing Portfolio Program, Department of English, 981 Grant Street, Indiana University of Pennsylvania, Indiana, PA 15705**. Please do not send the portfolio along with any other Orientation materials.

**ATTENTION: Your portfolio cannot be accepted without this form. It must be signed by your supervising teacher.**  
*Portfolios cannot be returned and will become the property of Indiana University of Pennsylvania.*

Please type or print clearly

Student's  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

<b>ID # (from Orientation invitation)</b> [note: show initial zeros if present!]									
@									

Home Street Address: \_\_\_\_\_

Town, State, ZIP: \_\_\_\_\_ Home or Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

What Orientation Session are you attending? \_\_\_\_\_ Are you in the Honors College? \_\_\_\_\_

*By my signature below, I pledge that all the writing included in the attached portfolio is my own.*

Signature of Student Writer: \_\_\_\_\_

**TO THE TEACHER<sup>1</sup>:** If you believe this portfolio contains only the student's own work, please complete this form, and send it and the portfolio to IUP by this **postmark date:** \_\_\_\_\_ (**date to be filled in by student**). **Thank you for your help!**

Name of Supervising Teacher: \_\_\_\_\_ High School Name: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

School phone: \_\_\_\_\_ Teacher email: \_\_\_\_\_

Principal's Name (if you wish us to let then know you've participated in this program): \_\_\_\_\_

*To the best of my knowledge, the attached portfolio has been entirely written by this student.*

Signature of Teacher: \_\_\_\_\_

<b>Complete Portfolio instructions are online at:</b> <a href="http://www.iup.edu/orientation/students/placement/english/">http://www.iup.edu/orientation/students/placement/english/</a>
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For IUP use only: [ ] Portfolio Accepted. [ ] Portfolio Rejected. Placement: [ ] 100 [ ] 101 [ ] Exempt Year: \_\_\_\_\_

<sup>1</sup> If you are homeschooled, your parent may complete the teacher information and sign the form in the place of a teacher. If you are a non-traditional student and not in contact with a high school teacher, you may submit writing from a workplace and your employer may sign this form. Please contact [brynasf@iup.edu](mailto:brynasf@iup.edu) before completing a portfolio using either of these options.