

Record Keeping Handout

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www.HomeHighSchoolHelp.com

www.homehighschoolhelp.com/record-keeping-samples

"Helping parents homeschool high school"

Four Kinds of Homeschoolers

Tubbies – At a minimum buy a plastic tub and put everything in it

Cubbies - Buy a drawer file; use one drawer per child per year

Binder Queens – Keep a Binder, label one tab for each course, and you can see what's missing

Question Marks – Avoid Panic! Refer to my "Planning Guide" for assistance

What to keep?

1. Things colleges ask for: tests, writing and work samples, reading lists
2. Things state law requires: declaration of intent to homeschool, testing, immunization record
3. Things you need for course descriptions for every course

Binder Queen Record Keeping

You can also use an accordion file. Suggested tabs for your binder: Transcript by subject, Transcript by year, Declaration of intent, Immunization record, Testing, Reading list (not a bibliography). Course records for English, Math, Science, Science lab, Social Studies, Fine arts, Bible or Electives, P.E., Activities and awards lists.

High School Records vs. Scrap-booking

Strive for documentation for every class - just in case requested

Only high school courses, not for everything they have ever done

What to do with Records: transcript, reading list, course descriptions

Tubbies – Can create transcript that includes most things with some documentation

Cubbies – Can create transcript that catches almost everything with documentation

Binder Queens – Can make transcript and extensive course descriptions for every course.

Question Marks – Can Panic. Try using "Planning Guide," subject tests, or checklist curriculum

Plan to Write Course Descriptions

Course Description: a list what you used, what you did, and how you graded

Save information from textbooks: front cover and table of contents

Format help from "how to" high school books, my "Sample Comprehensive Record"

Permission granted for you to copy my descriptions word for word

Course descriptions from catalogs (like Rainbow resource catalog)

Course descriptions from or curriculum's website (like Apologia or Saxon)

Read, digest, and then write your own

Improve your Record Keeping: Move Up the Food Chain

You have to implement change; hoping for change is not enough

Unable to keep records? Options include: testing (with SAT Subject tests, AP or CLEP exams)

or buying curriculum that comes with checklists (like Sonlight or Tapestry of Grace.)