



## **Home School Record Keeping**

### **Why is it so important?**

The documentation of your children's education can serve many purposes...

**First:** your accurate, up to date attendance records, help Grace and Glory provide tangible proof of active enrollment in our school, in the event you (or our Academy as a whole) are ever audited or questioned by a district official or truant officer.

**Second:** students applying for scholarships will need proper school records in order to satisfy eligibility requirements. The college application and admissions process often depends on the existence of detailed records.

**Third:** students entering or re-entering a traditional public or private school, can be placed appropriately if adequate records have been kept showing completion of work and grade levels.

**Fourth:** school reports help Grace and Glory provide documentation for personal and/or professional evaluation of students should the request come from a doctor, psychologist, etc.

### **Who and When?**

Whether you're a first-time home educator or a veteran who has never made homeschool record keeping a priority, every homeschooler should start keeping records now!

While you may never need to use some of what you collect, the benefit of having comprehensive records far outweighs the time invested to create them. Besides, it doesn't require much time in the first place. While the time required will vary from family to family, most homeschoolers must invest relatively little time in order to maintain a well-designed record keeping system. Our Academy has created all of the necessary record keeping forms for you, so we have saved you many hours already.

### **What?**

The answer to this question is determined to a large extent by the consideration of several important factors:

Where do you live? (each state has different requirements)

How old is your child? (high schoolers need more than elementary)

Is your child college-bound?

Our Administrator will help point you on the right path for your specific record keeping needs. While it is required to keep records for all children, it is especially important to keep meticulous records for high school aged teens; these records can significantly impact the college and/or job application process of your teenage child.

## **How?**

There are many possible record keeping methods; one of the most effective and efficient ways to compile academic records for children of all ages is to create a portfolio, which is a collection of documentation intended to demonstrate a student's academic progress.

Grace and Glory provides an attendance form, pe log, and report card, however we also highly encourage families to keep portfolios at home! You can keep your own reading log or elective log.

*A comprehensive portfolio could contain the following items:*

- Student data page: General information such as name, birth date, address, etc.
- Proof of enrollment with Grace and Glory
- Copy of Course of Study form.
- List of field trips and church activities, sports, or music studies.
- Special awards, honors, accomplishments, and achievements earned.
- Sampling of student work, particularly in the core subjects required by law.
- Quiz/Test samples or scores

## **Summary**

Record keeping is a critically important part of a homeschooling parent's job, however, the importance of homeschool record keeping goes way beyond being prepared for an unexpected visit from a school official. Wherever you are on your homeschool journey, start creating a record of your children's home school experience today.

*-excerpts taken from AlphaOmega Publishers*