



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 only 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 needs to keep records?

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 up to date records!

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. 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. Grace and Glory has created all of the necessary record keeping forms for you, so we have saved you many hours already.

What should I keep?

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 school students have more requirements than elementary)

Is your student college-bound?

Your Principal will help point you on the right path for your specific record keeping needs. While it is required by law to keep records for all students ages 6 to 18yrs, it is

especially important to keep meticulous records for high school aged teens; these records can significantly impact the college and career application process.

How do I keep records?

While there are many possible record keeping methods, one of the most effective and efficient ways to compile academic records for students 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 attendance record forms and progress report card forms, however we also encourage families to keep portfolios with reading logs, PE logs, etc. at home.

The contents of a homeschool portfolio will vary from family to family according to personal preference. However, a comprehensive portfolio may contain the following items:

- Student data page: general student information such as name, birth date, enrollment in G&G.
- List of educational materials and curriculum used (by year)
- Report of extracurricular activities such as field trips and church activities, sports, or music.
- Documentation of special awards, honors, accomplishments, and achievements earned.
- Sampling of student work in all subject areas, particularly those required by law like math and science: samples should be representative of variety (workbook pages, written compositions, quizzes) and quality of work completed by the student.

Summary

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

-excerpts taken from AlphaOmega Publishers