

ACADEMIC RECORDS

Recordkeeping simply means tracking the coursework completed and the grades earned by your high schooler. These records will provide a reliable progress report so that you can easily plan your child's next courses, electives, and extracurricular activities. These records will also help you create your student's transcript.

You will want to include the following categories in your student's academic records:

- **Course information:** For each course your child takes, record the course name, titles of books used, scope and sequence,* grade earned, and number of credits. (More detailed records could include results of course tests, quizzes, projects, and other assignments.)
- **Report cards** (from your homeschool or from other schools your child has attended)
- **Transcripts** from community college or distance learning courses taken during high school
- **Test scores:** standardized achievement tests (the California Achievement Test, Stanford Achievement Test, and Iowa Test of Basic Skills); college entrance exams (SAT and ACT); college scholarship exam (PSAT); and exams for possible college credit (College Level Examination Program [CLEP] and Advanced Placement [AP] tests)
- **School district records** (if required by your state)

* A scope and sequence is a brief description of the content of the course and the order in which the concepts are taught.

ADDITIONAL DOCUMENTATION

You will want to keep track of additional information that you may need easy access to or that colleges, employers, and others typically request.

Items in this category include:

- **Important contact info** (such as phone numbers for HSLDA, your state homeschool organization, and the local school district's homeschool department, if there is one)
- **Medical records**
- **Awards/honors**
- **Extracurricular activities** (such as sports, music, and theater)
- **Volunteer work/community service**
- **Leadership experience**
- **Employment experience**
- **Special training or certification**
- **Internships/apprenticeships**
- **Travel**



TRANSCRIPTS

A transcript is a concise record of the academic courses your child takes during high school. The easiest way to create one is to begin compiling the needed information when your child is in 9th grade, adding to it each year thereafter. Assembling the transcript as you go will help avoid last-minute frustration and mistakes you might make in the rush to meet deadlines; plus, it ensures that the transcript will be ready to send when it's requested.

Transcripts are usually one page long and include the following information:

- **Child's name, address, phone number, email address, birth date, Social Security number (optional), and parents' names**
- **School year**
- **Child's grade level**
- **Courses taken, credits awarded, and final grade for each course**
- **Grading scale**
- **Grade point average (GPA) for each school year (optional)**
- **Cumulative GPA**
- **Date of high school graduation**
- **Signature of parent(s)**



For online resource list, go to www.hsllda.org/highschool/recordkeeping/links.