

## SIMPLIFYING THE PROCESS

**D**o you worry that keeping organized records may not be one of your strengths? Let us help! This brochure provides you with a framework for simple, manageable recordkeeping as you homeschool your high schooler.

Good recordkeeping during the high school years is important, since your student will need to provide accurate details of his high school coursework to prospective employers, colleges, and/or the military. You'll want to keep these records even if your child's current plans don't include college—you never know how his or her plans might change over the next few years!

The information that you need to track falls into these three main categories: **academic records**, **additional documentation**, and **transcripts**.

Good recordkeeping does not need to be burdensome. Develop a system that works for you. For example, you may choose to keep your records in a three-ring binder, organize the information in file folders, or maintain these items on your computer—but whatever you decide, keep it simple.

Remember to update your records regularly so that the information is available the moment it is needed. Also, check your state homeschooling laws to note any specific records required in your state.

Don't wait until your child's senior year to find yourself scrambling to remember the details of what he accomplished during the high school years! Take the time now to set up a simple method of documentation. You'll save time and energy (and maybe tears!) later.

**BECKY COOKE**  
HSLDA High School Coordinator



**DIANE KUMMER**  
HSLDA High School Coordinator

### NEED HELP WITH HIGH SCHOOL?

In 2004, inspired by the increasing number of questions from parents wondering if they could homeschool their children through high school, HSLDA hired high school coordinators Becky Cooke and Diane Kummer. Becky and Diane graduated their own children from high school at home, and they bring a wealth of experience and friendly advice to share with families who are navigating these challenging, yet exciting years. We're excited to see how this service to our members has extended to the homeschool movement as a whole, through the Homeschooling Thru High School website and publications.



© 2009 Home School Legal Defense Association  
One Patrick Henry Circle • Purcellville, VA 20132  
540-338-5600 • [www.hslda.org/contactstaff](http://www.hslda.org/contactstaff)  
[www.hslda.org/highschool](http://www.hslda.org/highschool)

## RECORDKEEPING FOR HIGH SCHOOL: SIMPLIFYING THE PROCESS



High school services available to HSLDA members.  
To join HSLDA, visit [hslda.org](http://hslda.org) or call 540-338-5600.



HSLDA

## 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](http://www.hsllda.org/highschool/recordkeeping/links).