

Record Keeping

Lee Binz, The HomeScholar
www.HomeHighSchoolHelp.com
"Helping parents homeschool high school"

The best kind of record keeping system is the one you use, not the one you buy.

Avoid Panic

- Start early, and be prepared with thorough records
- Software and planners only work if you use them; paper and pencil work just fine

Four Kinds of Homeschoolers

1. Tubbies – Buy a plastic tub and put everything in it
 2. Cubbies - Drawer file; use one drawer per child per year
 3. Binder Queens – Binder per child, per year; tab for each course
 4. Question Marks – Refer to the Planning Guide
- Create a transcript and course description every year no excuses

What to keep

Only high school level academics and activities

1. Documents required by law: varies by state, perhaps a declaration of intent to homeschool or test results
2. Information needed to write course descriptions for every class
3. Documents colleges or employers ask for: transcripts, reading lists, course descriptions, resume, tests, work samples

Planning Guide for College Preparation	
English	4 years
Math	3-4 years
Social Studies	3-4 years
Science	3 -4 years
Foreign language	2-4 years
P.E.	2 years
Fine arts	1 year or more
Electives	As needed
Total credits: 20-24 or more	

What Records to Create

- Transcript – one page overview of academics
- Course descriptions – one page description of each high school level class
- Reading List – books read in high school for school or for fun
- Activity and award list – providing details about extracurricular activities
- Work samples – in case needed or requested

How to Write Course Descriptions

- Course Description: what you did, what you used, and how you graded.
- Descriptive paragraph: course description writing prompts
 - “In this class, the student will ...”
 - “The student will study ____ with ____”
 - “Topics include...” (information from table of contents)
- What you used includes textbooks, books, supplements, activities and field trips.
- How you graded includes every way you evaluated, not just tests.
- Help from my book, *Setting the Records Straight* or my Comprehensive Record Solution.

Improve your Record Keeping: Move up the food chain

- You have to implement change; hoping for change is not enough
- Unable to keep records? Create outside documentation with tests (SAT Subject tests, AP, or CLEP)
- Buy curriculum that comes with checklists (e.g. Sonlight or Tapestry of Grace)

Resources

Solution for Homeschool Transcripts: www.TotalTranscriptSolution.com

Solution for Transcripts plus Course Descriptions: www.ComprehensiveRecordSolution.com

High School Solution: www.HighSchoolSolution.com

Book: [Setting the Records Straight: How to Craft Homeschool Transcripts and Course Descriptions](#)

Short Coffee Break Book: [Comprehensive Homeschool Records](#)