



## **MACHE 2009 Annual Conference Thursday Workshops**

**Workshop:** Recordkeeping for High School: Simplifying the Process

**Speaker:** Becky Cooke, HSLDA High School Coordinator

**Session:** Homeschooling Through High School **Time:** 2:30 p.m.

Why is documentation of high school course work important? Keeping good records does not need to be time consuming or burdensome; it will actually save you time and effort in the long run. Learn what, when, and how to track your student's progress through high school.

### **Records**

- Course/Book Titles
- Scope and Sequence for each course
- Grades
- Number of Credits
- Report Cards
- Test Scores
- School District Records
- Medical Records

### **Documentation**

- Important Phone Numbers
- Awards/Honors
- Extracurricular Activities
- Volunteerism/Community Service
- Leadership Positions
- Employment Experience

- Certification or Training
- Internships/Apprenticeships
- Travel

## **Transcripts**

- Include these sections:
  - Personal Information
  - High School Record
  - Brief Non-Academic Record
- Samples <http://www.hsllda.org/highschool/academics.asp#transcripts>

## **Resources**

### **General HSLDA Links**

- Home School Legal Defense Association  
[www.hsllda.org](http://www.hsllda.org)
- HSLDA's Homeschooling Thru High School webpages  
[www.hsllda.org/highschool](http://www.hsllda.org/highschool)
- HSLDA's High School Coordinators' Blog  
[www.hsllda.org/highschool/blog.asp](http://www.hsllda.org/highschool/blog.asp)
- For HSLDA members:  
HSLDA High School Coordinators: Becky Cooke and Diane Kummer  
[highschool@hsllda.org](mailto:highschool@hsllda.org)  
540-338-5600

### **High School Email Newsletter Links**

- To sign up for future free monthly Homeschooling Thru High School email newsletters:  
[www.hsllda.org/highschool](http://www.hsllda.org/highschool)
- Past newsletters on this topic:

Transcripts, GPA Calculations

<http://www.hslda.org/elert/archive/2005/11/20051110163649.asp>

Recordkeeping <http://www.hslda.org/elert/archive/2005/12/20051201101729.asp>

- Newsletter archives on other high school topics:  
<http://www.hslda.org/highschool/newsletter.asp>

### **Additional High School Sources**

- Grading Guidelines  
<http://www.hslda.org/highschool/docs/GradingGuidelines.asp>
- Evaluation of Credits  
<http://www.hslda.org/highschool/docs/EvaluatingCredits.asp>

### **Transcript Sample Forms**

<http://www.hslda.org/highschool/academics.asp#transcripts>

### **Home School Legal Defense Association's High School Brochures**

<http://www.hslda.org/highschool/brochures.asp>

- Developing a Plan for High School – Sample 4-Year Plans
- Recordkeeping for High School: Simplifying the Process
- Homeschooling the College Bound: Successfully Navigating the Road to Admissions
- It's Off to Work We Go: Homeschooling for the Marketplace, the Home Front, or the Military
- Keeping on Track: A Time Line for High School