

The Way Home Christian School  
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# WHCS BULLETIN

## Transcript Reports

One of the roles a homeschool parent must fulfill is that of **Records Custodian**. Record keeping provides a history of accomplishment. Such records serve to aid you in providing potential opportunity for your child. Records are especially important should it be necessary for you to transfer your child to another school. Records provide a history of accomplishment for the purpose of scholarships and other opportunities for your child. The Transcript Report Form we provide pertains only to grade levels 7<sup>th</sup> through 11<sup>th</sup>. Earlier grade levels should use the Progress Report Form. Seniors must use the Graduating Senior version of the transcript. See the website for more info on these forms.

The primary purpose of the transcript report is to record the accomplishments for each child for the reporting period. Transcript reports are required to be filed in your records storage area twice a year. The **Mid-Year Report** should address progress up to that point in time and be filed in the period of DEC-JAN. The **End-Of-Year Report** should summarize the progress for the entire school year and should be filed in the period of MAY-JUNE.

**After your initial enrollment, a copy of your first transcript report must be submitted to your coordinator or as otherwise directed.** Failure to submit your initial report in a timely manner will result in your disenrollment. A late fee of \$25 is imposed for reports not postmarked before the last day of the reporting period. If a copy of this initial report is NOT received in a timely manner your family will be dis-enrolled.

The report must be fully completed providing all the information asked for on the report form, neatly and legibly. You may use your own format or form as long as the same information is provided. You may also keep this information on your computer system and deliver the copy via email, just be sure to keep back up storage of your reports.

The content of the form must summarize, as applicable, actual accomplishments in each area of study. Subject areas typically include: Math, Science, Social Studies (such as Government, History, Civics, Economics), and Language Arts (such as Vocabulary/Spelling, Grammar and Composition, Literature Studies, Writing). Areas of study may be project or activity oriented such as Scouting, Dance, Music, etc. Bible is a required area of study and must be included in your educational program.

For simplicity, we recommend using the letter grading scheme, A-F. Be sure to calculate your grades based on the child's demonstrated mastery of the knowledge or skill. It is misleading to give a child all A's simply because you reviewed the material again and again until they got all the answers right. Grading should be based both on effort and knowledge learned.

**Be prepared to submit a copy of the Transferring Student Transcript From to the office in the event you decide to transfer your child to another school.** See the Bulletin provided on the website entitled Preparing an Official Transcript for further instructions.

As a general rule, days in attendance may be calculated based on each day your child is involved in what you consider to be educational activity related to your home education program. We recommend 160 - 180 days per calendar year.