

**Record Keeping,
Transcripts and Plans
for
Homeschooled
High School Students**

presenter

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Topics

Record keeping in high school

Course Requirements: Ohio & college

Plan of Study

Transcripts for high school students

GPA calculation

How to design a class

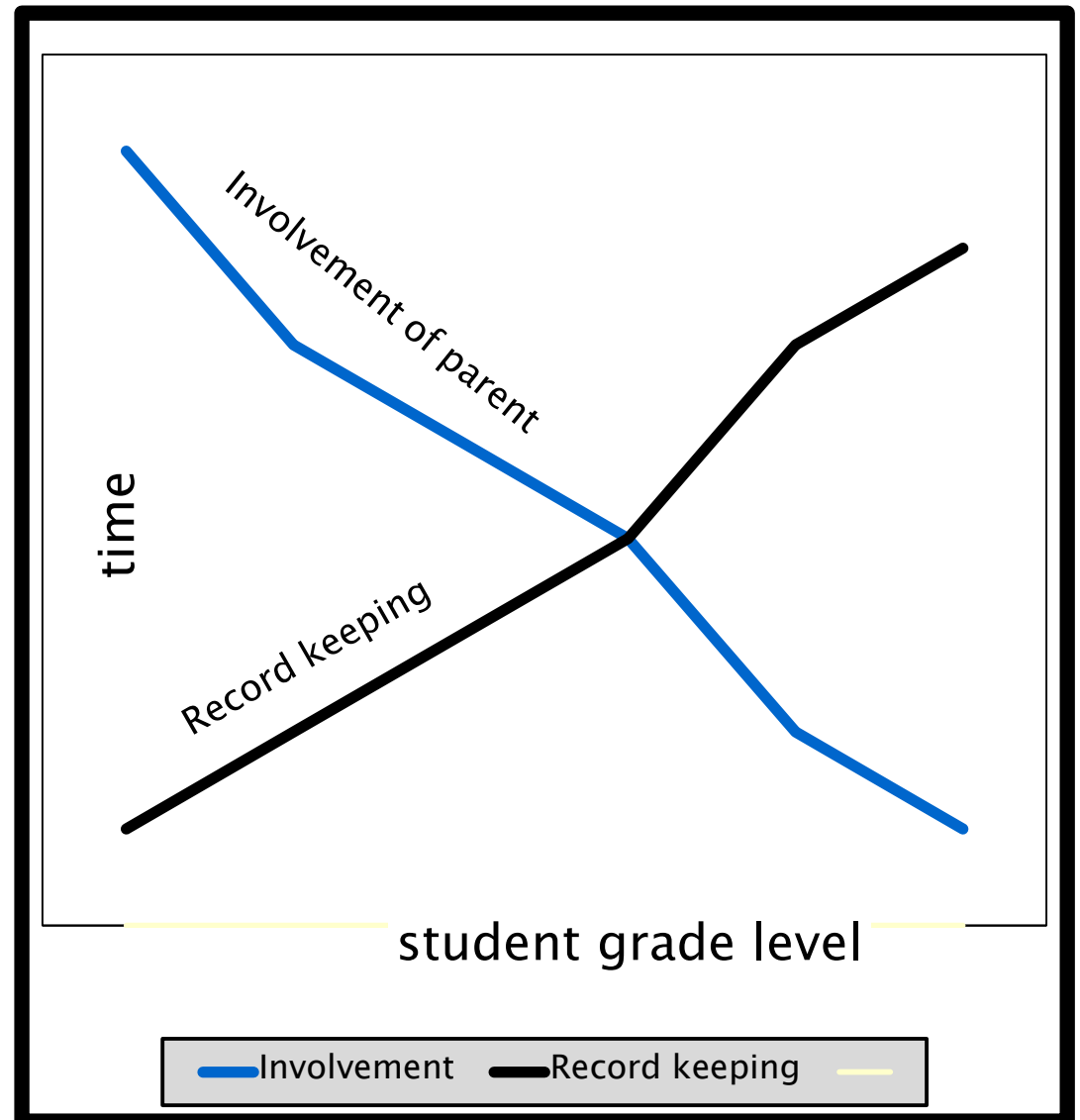


Record Keeping in High School

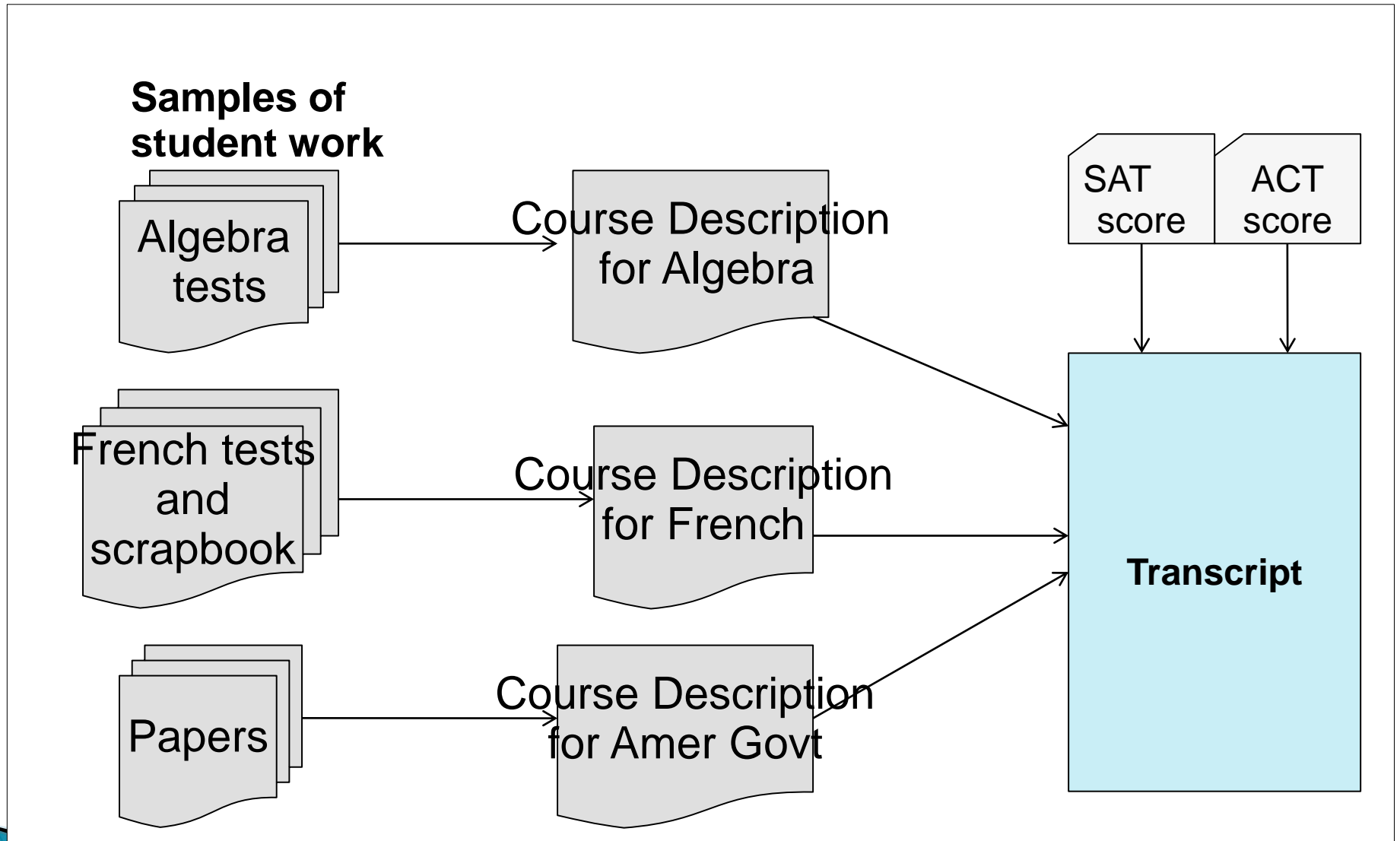
Your direct involvement should decrease

Your record keeping increases!

Special thanks to Linda Hobar



Record keeping



Course Description

Ref No. 1	Class: ALGEBRA I						
Student: EMILY TOPP				Class Credit Value: 1.0		Grade: A (95%)	
Basic Requirements/Assignments/Textbooks						Done	Date
<u>VideoText Interactive Algebra</u>							
Unit 1				93.40%	X	12/3/2003	
Unit 2				93.50%	X	2/25/2004	
Unit 3				94.98%	X	4/28/2004	
Unit 4				98.50%	X	5/25/2004	
				Average	95.00%	5/25/2004	

Sticky Note Course Description

Name of experience
Year
Grade/Completion
Credits or hours spent
Possible subject areas

Special thanks to Lee Binz TheHomescholar.com

Important Reminder

The beauty of (homeschooling) is that we are totally free to not only teach the content within these areas as we see fit, but also to define whatever graduation requirements we would like.

Additionally, we are **not** getting a diploma from the state, therefore we do not need to meet **any** type of state requirements for such a diploma – the home educating family determines the 'graduation' requirements and bestows a diploma (or not) at their discretion.

– John Russell, CHEC Yahoo group April 2006

Ohio Graduation Requirements

English–4 units

Math–3 units (4 units incl Algebra II after 2012)

Science–3 units

Social Studies–3 units ($\frac{1}{2}$ unit Amer History, $\frac{1}{2}$ unit Govt. 1 unit of econ & finances after 2012)

Health– $\frac{1}{2}$ unit

Phys Ed– $\frac{1}{2}$ unit

Electives–6 units (1 unit or two half units in Business, Fine Arts or Foreign Language. 5 after 2012)

Total 20 units



College Entrance Requirements

English: 4 years

Math: 3–4 years (Algebra I & II, Geometry)

Science: 3–4 years with labs (Biology, Chemistry, Physics)

Social Studies: 3 years (1 year Amer History, ½ year Govt. ½ year Econ & ½ year World history)

Foreign Language: 2 years in same language; more for mission majors

Fine Arts

Computer skills

College level/AP

From www.collegeboard.com



Plan of Study



Does your plan at least meet Ohio Graduation requirements?

Does it meet college entrance requirements?

Does it prepare you for your future career?

Engineers need 4 years science & math

Nurses need biology & chemistry labs

Does it fit God's plan for your life (so far)?

Plan of Study Sample

High School Plan of Study

	Junior High	Freshman Year	Sophomore Year	Junior Year	Senior Year
English		Abeka Grammar SL Literature SL Composition	Amer Lit Composition	<i>British Lit</i> <i>Composition</i>	<i>Modern Lit</i> <i>Composition</i>
Math	Algebra I	Algebra II	Geometry	<i>Precalculus</i>	<i>Calculus</i>
Science		Biology	Chemistry	<i>Physics</i>	<i>Adv Chem</i>
History/Econ/Govt		TOG Ren & Ref	US History	<i>World History</i>	<i>Government</i> <i>Econ</i>
Foreign Language	Spanish I	Spanish 2 at Coop	Spansh 3	<i>Spanish 4</i>	<i>Spanish Lit</i>
Physical Ed/Health		Swim Team	Personal fitness B Jones Health	<i>Personal Fitness</i>	
Fine Art		Piano Lessons	Piano	<i>Piano</i>	
Electives		Personal Finance Career Exploration	Accounting Bible	<i>Bible/Worldview</i>	<i>Bible/Worldview</i>

Transcripts

Summary of classes and grades used primarily for college admission

Easy to read, uncluttered, one page

Use common educational language

Avoid acronyms

May include brief list of extracurricular activities

Include test scores (SAT/ACT)

Consider adding signature line



Transcript Example

High School Transcript for		Emily K Topp			as of June 1, 2009			
		Date of Birth: 12/22/90			Graduation May 20, 2009			
School:	Course Description	Grade	Units earned	Grade Points	Course Description	Grade	Units earned	Grade Points
Topp Home School 10288 Amberwood Ct Cincinnati, OH 45241 (513)777-8342 ekat122@yahoo.com	before 9th Grade				11th Grade			
	Algebra I	95	1.00	4	English/Rhetoric I*	98/97	1.00	4
	Spanish I*	94	1.00	4	<u>Precalculus</u>	89/93	1.00	4
	Career Exploration*	100	0.50	4	World History*	97/98	1.00	4
			2.50	4.00	Physics	96/93	1.00	4
	9th Grade				Music-Piano*	100	0.50	4
	English	95	1.00	4	Spanish IV*	96/100	1.00	4
	Algebra II	93	1.00	4	Bible/Western Thought*	98/97	1.00	4
	World History	95	1.00	4	Government	96	0.50	4
	Biology	97	1.00	4			7.00	4.00
Grading Scale:	Spanish II*	96	1.00	4		weighted GPA		4.29
A 90-100	French I	91	1.00	4				
B 80-89	Art History*	98	0.50	4	12th Grade			
C 70-79	Health/Phys Ed	100	0.50	4	English/Rhetoric II*	96/97	1.00	4
D 60- 69	Music-Piano*	100	0.50	4	Calculus	89/92	1.00	4
F below 60	Personal Finance*	94	0.50	4	Modern History*	98/103	1.00	4
			8.00	4.00	Music History & Theory*	90/99	1.00	4
Credits					Music-Piano*	100	0.50	4
1 Unit = 120 hours	10th Grade				Bible/Western Thought*	98/99	1.00	4
A = 4 B= 3	English/Amer Lit*	98/99	1.00	4	Economics	95	0.5	4
C= 2 D= 1	Geometry	92/92	1.00	4			6.00	4.00
	American History*	99/99	1.00	4		weighted GPA		4.50

Credits					Music-Piano*	100	0.50	4
1 Unit = 120 hours	10th Grade				Bible/Western Thought*	98/99	1.00	4
A = 4 B= 3	English/Amer Lit*	98/99	1.00	4	Economics	95	0.5	4
C= 2 D= 1	Geometry	92/92	1.00	4			6.00	4.00
	American History*	99/99	1.00	4			weighted GPA	4.50
Test Scores	Chemistry*	100/103	1.00	4				
PSAT	Music-Piano*	100	0.50	4	Total Units Earned to Date			31.50
(10/18/06): 200	Spanish III/IV*	100/100	1.00	4	Accumulated GPA			
(10/13/07): 217	Logic*	99/99	1.00	4	(unweighted)			4.00
National Merit Semifinalist	Bible/Worldview*	97/97	1.00	4	(weighted)			4.16
	Accounting I	97	0.50	4				
SAT			8.00	4.00	Honors classes in bold			
(3/1/2008)					* classes taught at Providence Extension Program, Mason Homeschool Co-op or private tutor			
Verbal 700								
Math 740								
Writing 700	Extra Curricular Activities							
ACT (10/25/08)	4-H member 4 years				Lifeguard Certification			
32 composite	Sunday School Teacher 4 years				Bookkeeper for a small business			
CLEP Test	Volunteer Swim Teacher & Supervisor 5 years				Piano teacher 3 years			
Spanish Lang 70/80	Mission trip to Nicaragua March 2008				National Home School Honor Society 3 years			

* Note: Classes taught at the Mason (Ohio) Homeschool Co-operative and Providence Extension Program were conducted by unrelated, independent paid tutors and volunteer teachers. The grading is objective and impartial. Both programs conduct small classes for homeschooled students. Spanish III & IV were taught by a private tutor and graded impartially.

Assigning Grades



Averaging—average quizzes, tests, homework, labs, etc

Determine percentages before beginning course

Example: homework 10%, quizzes 40%, tests 50%

Final Grade = (average homework score*.10)
+ (average quiz score* .40)
+ (average test score * .50)

Point System—award grade based on points earned

Example: Read 3 plays 30 points each, write 2 essays 50 points each, see 3 plays 30 points each

Completion of goal

Example: Pass drivers ed or lifeguard test

GPA Calculation

Algebra 1	1 cr.	A	$1.0 \times 4 = 4.0$
Physical Sci	1 cr.	B	$1.0 \times 3 = 3.0$
Geography	$\frac{1}{2}$ cr.	A	$0.5 \times 4 = 2.0$
Am. Gov't	$\frac{1}{2}$ cr.	A	$0.5 \times 4 = 2.0$
Lit/Comp	1 cr.	A	$1.0 \times 4 = 4.0$
Spanish 1	1 cr.	B	$1.0 \times 3 = 3.0$
Phys Ed	$\frac{1}{2}$ cr.	B	$0.5 \times 3 = 1.5$
Art Apprec	<u>$\frac{1}{2}$ cr.</u>	B	$0.5 \times 3 = \underline{1.5}$

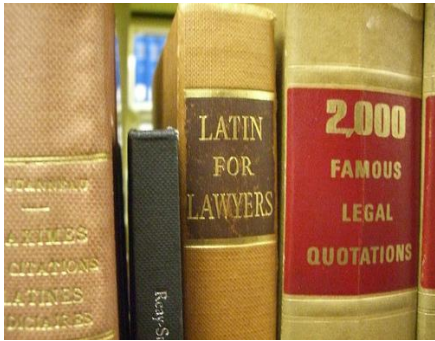
Total credits: 6 cr. Total quality points: 21 pts.

Total quality points (21) divided by total number of credits (6)
= 3.50

Honors class grading: A is worth 5 points, B is worth 4 points, etc.

Cumulative GPA = Total points for all years / total credits for all years

How to Design a Class



Content based: When the content is covered, you're finished Ex: History, Math

Goal based: When you've reached the goal, you are finished. Testing out or points-based Ex: Foreign language, art appreciation, theater.



Time based: When you've put in the time, you're finished. Example: Music lessons, Phys Ed

One credit = 180 hours in public school
= 120 hours for a home schooler (we're more efficient!)

Examples of Designed Class



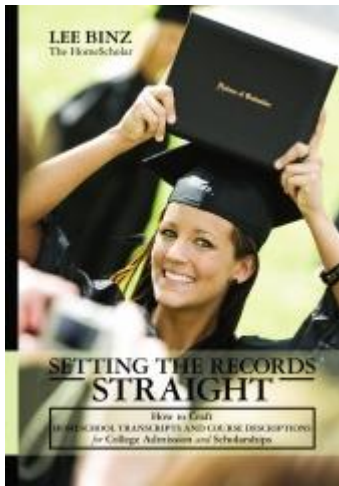
Ref No.	Class: French I		
Student: EMILY TOPP	Class Credit Value: 1.0	Grade: A(91%)	
Basic Requirements/Assignments/Textbooks			Done
Date			
French for Dummies			
<u>Bon Voyage French I</u>			87%
Test 1	96		Nov-05
Test 2	77		Nov-05
Test 3	85		Dec-05
Test 4	92		Dec-05
One month stay in Paris, France			95%
Ordering food, shopping, etc			Oct-05
Listening			
History of France			
<u>Historial sites in Paris</u>			
Grammar instruction			
Visit French high school			
Travel experiences (airport, metro, bus, car, etc)			

Example of Designed Class



Ref No.	Class: GOVERNMENT		
Student: EMILY TOPP	Class Credit Value: 0.50	Grade:	
Basic Requirements/Assignments/Textbooks		Done	Date
<u>TeenPact</u> : Four Day Class in Ohio State Capital doing mock legislation. Homework: Reading Book, researching Ohio bills, write a bill, memorize scriptures, write to Ohio Legislators. Total Hours in class and homework = 50hours			May 1-4, 2006
Overall <u>TeenPact</u> score = 96%			
Read portions of <i>Basic American Government</i>			
PEP content:			
Read portions of Federalist Papers and Anti Federalist Papers			
Speeches by Kennedy, Churchill, FDR, Washington			
Essays on speeches			

Resources



TheHomeScholar.com Articles, private consulting, transcript help, books, CDs, DVDs by Lee Binz

Senior High: A Home Designed Form + U+ La by Barbara Shelton

Home School, High School and Beyond by Beverly L. Adams-Gordon

TranscriptsMadeEasy.com Transcripts Made Easy ebook by Janice Campbell