

Where Do I Keep These Records?

www.janelleknutson.com

This information is NOT intended to be legal advice. I can NOT guarantee that following this form will meet legal requirements for private (home) schools.

For legal advice please contact Homeschool Legal Defense Association at www.hsllda.org.

For detailed help in establishing a private homeschool in California I suggest purchasing CHEA's helpful book, "An Introduction to Home Education Manual" <http://www.cheaofca.org/index.cfm?fuseaction=page.viewPage&pageID=519&noDeID=1>

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Where do I keep these records?

It can be very overwhelming for new homeschoolers to tackle the record keeping but it really is very simple. Records that you are required to keep by law (in red) are filed in either your school file or your student's individual cumulative file (Cum file). For your convenience, I have listed additional OPTIONAL records (in blue) that you may want to store as well. Please remember that these are optional and not required by CA law.

<u>School File</u>	<u>Cum File</u>	<u>Student Portfolio</u>	<u>Teaching Records File</u>
Course of Study	Health Exam Report	Samples of Tests	Daily Lesson Plans
Faculty Qualifications	Immunization Record	Samples of Work	Unit Study Outline
Criminal Record	Evaluations/Report Cards/Transcript	Reading Lists	Teaching Helps
Copy of your affidavit	Cumulative Record	Field Trip Lists	
Attendance records		Extra-Curricular Activities List	
Copy of any correspondence related to your school		Individual Course of Study for each child, each year	
Philosophy of Education			

*Required Records

*Optional Records

(And this really does mean optional! Do not stress yourself out over these ones!)

**Please note that if your child plans on attending college it is recommended that you keep more detailed records of his or her high school years. Important records to keep include grades/report cards, a high school transcript and a list of courses (including credits) that your high schooler has taken. For help with high school record keeping visit these two sites:

<http://www.thehomescholar.com/>

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

**Samples and printable forms for many of these records can be found at:

<http://www.cheaofca.org/index.cfm?fuseaction=Page.viewPage&pageId=1042&parentID=532>