

Welcome to the Curriculum Solutions Inc. homeschool family and thank you for choosing to home educate your student at-home with one of our programs. Choosing to take responsibility for your student's education is an enormous commitment. Your choice will result in limitless rewards and unforgettable adventures.

This daily planner and teaching guide has been developed to help you get started on your, sure to be eventful, endeavor. This planner will help ease your organization requirements regarding lesson plans, grades, and attendance reports, while fulfilling state requirements. Most states, require some form of record keeping. A properly maintained planner will provide proof of curricula, lesson plans, grades, and attendance to support and fulfill any home education obligations required for your specific situation.

By the end of your school year, your planner/portfolio should contain student records for a full year. The material presented here is, by no means, in-depth. It is merely suggestive in nature with; ideas, guides, and recommendations. This planner will become a necessary asset throughout your homeschooling year.

A portfolio can be kept containing a collection of various *samplings* of activities and materials that your student has used and work that he/she has accomplished. There are many ways to keep a portfolio. This planner and guide can be utilized as your student's portfolio. A complete portfolio should contain; a log of lessons or a schedule, activities, attendance, and grades on the appropriate pages. Then add a few, not all, samples of your students work showing \*educational progress. The following are some suggestions of what you may want to add to this planner to complete your portfolio:

- Samples of tests, essays, or research papers
- Completed course verification forms (for courses not text book based. These might include; out of home work, religious studies, or volunteer activities.
- Photos from field trips or special events
- Certificates and Awards
- Standardized test results

#### **How to utilize this planner for your student PORTFOLIO:**

- Purchase a three ring binder, choosing of course, the style and size that best suits your family and their needs.
- Divider tabs (for labeling core courses) will be very useful.
- You may want to copy the Table of Contents for each book your student will be using this school year and place the Table of Contents directly behind the correlating tab divider. This will reduce the necessity of keeping all your student's text or workbooks once they have been completed.

#### **In this planner you will find:**

- This Welcome Letter
- Goals and daily/weekly activities sheet
- Curriculum list form
- Reading Journal form
- Calendar (2 year)
- Daily Planner Sheets\* (40 pages)
- Grades and Attendance Report (3 pages).
- Course Verification Form
- Transcript Form
- Report Card Form

\*When you purchase a complete curriculum package from one of our affiliate providers, your student most likely received a suggested schedule based on a standard 36-week school year. Utilizing the schedule provided, along with the daily planner sheets in these forms, using a pencil - write the assignment for the day under the appropriate subject. We have provided a few extra daily planner sheets for those unexpected changes.

### **What are my responsibilities regarding Legal Matters?**

Home Education is legal in all 50 states, however, each state has it's own statutes, requirements, and regulations. We suggest that you include a copy of your state requirements in this planner. Visit: [www.hslda.org](http://www.hslda.org) for more information.

In addition, a vast amount of information can be found on the Internet.

Most State Home Education laws allow for one or more of the following: (check your state statutes)

- A Home Education Program
- A Private School
- A Charter School
- A "Umbrella", "Cover", or "Satellite" School
- A Church School
- A Private Tutor
- A Correspondence Study Program
- A Independent Study Program

### **What is educational progress?**

\*Educational progress is shown by documented evidence kept "contemporaneously with the instruction", which means the documentation should be occurring at the same time as the instruction.

This is shown through chronological order of materials and/or topics covered and taught. This is **not** just the student's *best* work.

### **How to Schedule, you ask?**

A typical school year is 180 days long, divided evenly, yielding 36 weeks. Thus, most subjects are divided into 36 lessons. To make scheduling simple we recommend 5-day school weeks. Most courses are scheduled for 36 lessons; one lesson per week.

The school year can be divided into four quarters, nine weeks in each. Each quarter is one grading period.

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
9 Weeks	18 Weeks	27 Weeks	36 Weeks
45 Total Days	90 Total Days	135 Total Days	180 Total Days

Or; it can be divided into six grading periods, six weeks in each.

1 <sup>st</sup> Semester			2 <sup>nd</sup> Semester		
1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period
6 Weeks	12 Weeks	18 Weeks	24 Weeks	30 Weeks	36 Weeks
30 Total Days	60 Total Days	90 Total Days	120 Total Days	150 Total Days	180 Total Days

When dividing courses into lessons keep in mind that:

1. Most courses do not divide equally so assignments may not, at all times, be consistent.
2. Many courses may be taken from more than one textbook.
3. Some texts are best divided by pages, others by chapters, and others by lessons. If, for example, a math course has 360 pages, the students' goal would be to complete 10 pages per week. This allows time to embellish the schedule with unit studies, library/field trips, religious instruction, etc.

## Choosing a schedule format

Keep in mind your student's abilities and what will be the most productive and least frustrating schedule for him/her.

- **One or two subjects a day** has worked well for older students, especially for those who were dissatisfied with public school. Correspondingly, this is much simpler for the instructor, having only one or two subjects to teach daily.
- **Block scheduling** is accomplished by scheduling 2 or 3 subjects each day on a rotation.
- **Individual course scheduling** is choosing one of the courses and working through the entire course until completed.
- **Every subject – Every day** works well for the young student, especially Kindergarten thru 3<sup>rd</sup> grade. Making sure to cover Reading, Writing, and Math every day, for short periods of time, since younger students have a shorter attention span.

## What about grading?

Study – Answer – Check – Correct  
also known as “S.A.C.C.”

We recommend the SACC study plan for assignments that are not direct instruction, i.e. students who are working independently (generally 6<sup>th</sup> grade and above).

**Study** - the materials.

**Answer** - the corresponding questions.

**Check** – the answers, self-check or Mom or Dad checks the daily assignments.

**Correct** - any wrong answers; this is done by reviewing the material covering the question answered incorrectly.

According to professional educators, this is a proven method known to reap high academic achievement by nurturing the development of: patterns of success.

Your student's errors are corrected daily without actually grading them. The student is then allowed to immediately correct his/her errors. Then the work is graded. Because mistakes are realized and corrected right away, complete understanding is established. Using this system, students generally do very well.

Students applying SACC develop superior study habits and a healthy self-esteem.

Students should do all work in pencil, thereby allowing for correction.

If after using this method for a period of time your students test scores are low, the indication may be that something is wrong.

If using S.A.C.C. we recommend recording grades from the following:

- End of Chapter reviews
- End of Unit reviews
- Pre-tests
- Post-tests
- Cumulative Reviews
- Tests
- Quizzes

Calculating grades may be done in numerous different ways. First, determine your grading scale.

Here are a couple of suggestions:

- Multiple choice, true/false, and fill in the blank questions are worth = \_\_\_ points each  
(i.e. 20 questions = 40% of grade = 2 points each)
- Critical thinking and/or essay questions are worth = \_\_\_ points each  
(i.e. 3 questions = 60% of grade = 20 points each)

Or;

- Total number of questions to be completed (for each exercise) divided by 100 = \_\_\_ points each  
(i.e. 20 questions divided by 100 = 5 points each)

## How about Averaging Grades?

To average your students scores: add all scores together in one subject, then divide by the number of scores that you added.

For example:

In Reading “Timmy” had the following scores:  $82 + 91 + 88 + 75 + 100 + 96 = 532 \div 6 = 88.66$  or 89 = B

In History “Timmy” had the following scores:  $66 + 70 + 78 + 85 = 299 \div 4 = 74.75$  or 75 = C (not Timmy's favorite subject)

<h1 style="margin: 0;">CURRICULUM LIST</h1> <p style="margin: 0;">FOR _____</p>
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Subject	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Title</td> </tr> <tr> <td>Publisher</td> </tr> </table>	Title	Publisher
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# SCHOOL YEAR GOALS

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## DAILY SCHEDULE

DAY(S)	TIME	SUBJECT

## WEEKLY ACTIVITIES

DAY(S)	TIME	SUBJECT

### FAVORITE WEB SITES & TELEPHONE NUMBERS

<a href="http://www.atthecore.com">www.atthecore.com</a>	1-888-689-4626	
<a href="http://www.homeschoolsupercenter.com">www.homeschoolsupercenter.com</a>	1-800-230-0020	



# Grades and Attendance

Subject	Week 1			Week 2			Week 3			Week 4			Week 5			Week 6			Total
Math																			
Science																			
Social Studies																			
English																			

Date																Total

Attendance													Total

**Grade Codes**

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Not Passing

**Effort Codes**

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

**Example 1**

- A 100 - 93
- B 92 - 85
- C 84 - 75
- D 74 - 68
- F 67 - 0

**Example 2**

- A 100 - 90
- B 89 - 80
- C 79 - 70
- D 69 - 60
- F 60 - 0

**Your Grade Scale**

- A =
- B =
- C =
- D =
- F =



# Grades and Attendance

Subject	Week 7					Week 8					Week 9					Week 10					Week 11					Week 12					Total
Math																															
Science																															
Social Studies																															
English																															

Date																										Total					

Attendance																					Total										

**Grade Codes**

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Not Passing

**Effort Codes**

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

**Example 1**

- A 100 - 93
- B 92 - 85
- C 84 - 75
- D 74 - 68
- F 67 - 0

**Example 2**

- A 100 - 90
- B 89 - 80
- C 79 - 70
- D 69 - 60
- F 60 - 0

**Your Grade Scale**

- A =
- B =
- C =
- D =
- F =



# Grades and Attendance

Subject	Week 13				Week 14				Week 15				Week 16				Week 17				Week 18				Total				
Math																													
Science																													
Social Studies																													
English																													

Date																					Total								

Attendance																					Total								

**Grade Codes**

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Not Passing

**Effort Codes**

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

**Example 1**

- A 100 - 93
- B 92 - 85
- C 84 - 75
- D 74 - 68
- F 67 - 0

**Example 2**

- A 100 - 90
- B 89 - 80
- C 79 - 70
- D 69 - 60
- F 60 - 0

**Your Grade Scale**

- A =
- B =
- C =
- D =
- F =



# Grades and Attendance

Subject	Week 19					Week 20					Week 21					Week 22					Week 23					Week 24					Total
Math																															
Science																															
Social Studies																															
English																															

Date	Week 19					Week 20					Week 21					Week 22					Week 23					Week 24					Total

Attendance	Week 19					Week 20					Week 21					Week 22					Week 23					Week 24					Total

**Grade Codes**

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Not Passing

**Effort Codes**

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

**Example 1**

- A 100 - 93
- B 92 - 85
- C 84 - 75
- D 74 - 68
- F 67 - 0

**Example 2**

- A 100 - 90
- B 89 - 80
- C 79 - 70
- D 69 - 60
- F 60 - 0

**Your Grade Scale**

- A =
- B =
- C =
- D =
- F =



# Grades and Attendance

Subject	Week 25				Week 26				Week 27				Week 28				Week 29				Week 30				Total				
Math																													
Science																													
Social Studies																													
English																													

Date																					Total								

Attendance																	Total												

**Grade Codes**

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Not Passing

**Effort Codes**

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

**Example 1**

- A 100 - 93
- B 92 - 85
- C 84 - 75
- D 74 - 68
- F 67 - 0

**Example 2**

- A 100 - 90
- B 89 - 80
- C 79 - 70
- D 69 - 60
- F 60 - 0

**Your Grade Scale**

- A =
- B =
- C =
- D =
- F =



# Grades and Attendance

Subject	Week 31				Week 32				Week 33				Week 34				Week 35				Week 36				Total				
Math																													
Science																													
Social Studies																													
English																													

Date																					Total								

Attendance																	Total												

**Grade Codes**

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Not Passing

**Effort Codes**

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

**Example 1**

- A 100 - 93
- B 92 - 85
- C 84 - 75
- D 74 - 68
- F 67 - 0

**Example 2**

- A 100 - 90
- B 89 - 80
- C 79 - 70
- D 69 - 60
- F 60 - 0

**Your Grade Scale**

- A =
- B =
- C =
- D =
- F =

# DAILY PLANNER

Week # _____		Math	Science	Social Studies	English / Grammar	Spelling / Vocabulary	Reading
M O N	HRS. <input style="width: 30px; height: 20px;" type="text"/>						
T U E	HRS. <input style="width: 30px; height: 20px;" type="text"/>						
W E D	HRS. <input style="width: 30px; height: 20px;" type="text"/>						
T H U R	HRS. <input style="width: 30px; height: 20px;" type="text"/>						
F R I	HRS. <input style="width: 30px; height: 20px;" type="text"/>						
S A T U N	HRS. <input style="width: 30px; height: 20px;" type="text"/>						

# Cumulative Transcript

## Grade Scale

- A = 94-100    O = Outstanding
- B = 87-93    S = Satisfactory
- C = 77-93    U = Unsatisfactory
- D = 70-76    I = Incomplete
- F = 0-69

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Grade 9

SUBJECT	1st Semester	2nd Semester	Final Grade	Possible Credit	Credit Earned

Cumulative GPA: \_\_\_\_\_ Total Credits: \_\_\_\_\_

### Grade 10

SUBJECT	1st Semester	2nd Semester	Final Grade	Possible Credit	Credit Earned

Cumulative GPA: \_\_\_\_\_ Total Credits: \_\_\_\_\_

### Grade 11

SUBJECT	1st Semester	2nd Semester	Final Grade	Possible Credit	Credit Earned

Cumulative GPA: \_\_\_\_\_ Total Credits: \_\_\_\_\_

### Grade 12

SUBJECT	1st Semester	2nd Semester	Final Grade	Possible Credit	Credit Earned

Cumulative GPA: \_\_\_\_\_ Total Credits: \_\_\_\_\_

## SUMMARY

Graduation Date: \_\_\_\_\_

GPA: \_\_\_\_\_

Total Credits: \_\_\_\_\_

### 4.0 Scale

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Course Verification

When credit is desired for a course that is not text dependant, a written summary, serving as verification, must be included in your portfolio.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School Year: \_\_\_\_\_

Course Title: \_\_\_\_\_

A. Description of actual activities performed; \_\_\_\_\_

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B. Date, Day, and Time frame used to perform activity.

Date	Day	Beginning Time	Ending Time

C. Progress Summary: \_\_\_\_\_

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

COMMENTS

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

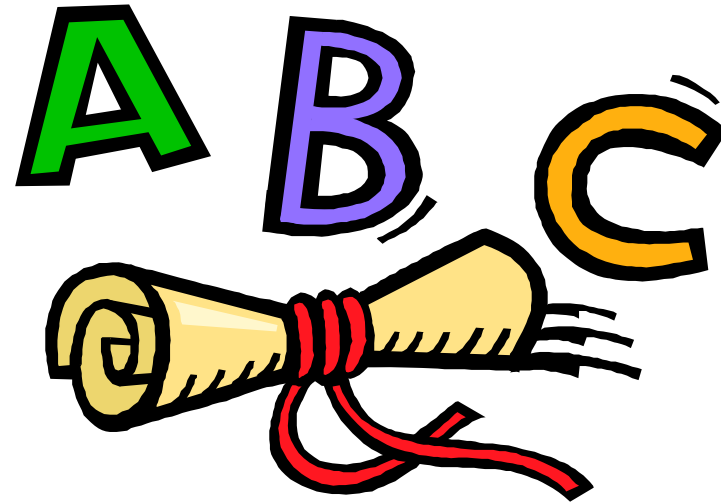
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPORT CARD

SCHOOL YEAR \_\_\_\_\_ - \_\_\_\_\_



RECORD OF PROGRESS

STUDENT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

TEACHER: \_\_\_\_\_

GRADE: \_\_\_\_\_

GRADING PERIOD	1	2	3	4	5	6
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MATHEMATICS	SUBJECT AVG: _____					
Achievement						
Effort						
Grade Level						

SCIENCE/HEALTH	SUBJECT AVG: _____					
Achievement						
Effort						

SOCIAL STUDIES	SUBJECT AVG: _____					
Achievement						
Effort						

READING	SUBJECT AVG: _____					
Achievement						
Effort						
Grade Level						

GRAMMAR/ENGLISH	SUBJECT AVG: _____					
Achievement						
Effort						

SPELLING	SUBJECT AVG: _____					
Achievement						
Effort						

GRADING PERIOD	1	2	3	4	5	6
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HANDWRITING	SUBJECT AVG: _____					
Achievement						
Effort						

ART	SUBJECT AVG: _____					
Practices skills taught						
Effort						

MUSIC	SUBJECT AVG: _____					
Practices skills taught						
Effort						

PHYSICAL EDUCATION	SUBJECT AVG: _____					
Practices skills taught						
Effort						

### Attendance

Days Enrolled						
Days Present						
Days Absent						
Days Tardy						

**Attendance:** Either (4) 45 day grading periods or (6) 30 day grading periods.

#### Achievement Codes

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Not Passing

#### Effort Codes

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

#### Percentage Codes

- A =
- B =
- C =
- D =
- F =

Promoted to Grade \_\_\_\_\_

# 2007

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30	31		
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
30																				30	31						

# 2008

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2							1			1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	27	28	29	30				
													30	31													

May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5							1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	
																				31								

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
													30														

# Certificate of Promotion

THIS CERTIFIES THAT

\_\_\_\_\_

having made satisfactory progress in the required courses  
is hereby promoted from

\_\_\_\_\_ to \_\_\_\_\_

Awarded at my Homeschool this \_\_\_\_\_ day of \_\_\_\_\_, 2008



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\_\_\_\_\_  
INSTRUCTOR

\_\_\_\_\_  
ADMINISTRATOR

**HONOR - SERVICE - MERIT - ACHIEVEMENT**