ClassGuardian

The School-at-Home Records Kit

Five printable pages to keep your school year organized, one week at a time. For homeschool and virtual school families.

1. **What to keep this year**
   A checklist of the records most families hold on to
2. **Attendance & hours log**
   One page per month, per child
3. **Reading log**
   Titles, pages and minutes, with a spot for your initials
4. **Work samples tracker**
   Check off a sample per subject, month by month
5. **One-line-a-day journal**
   What worked, what didn't, what's next

How to use it: print as many copies as you need for your family. Keep them in one binder or folder with a tab per child, and spend five minutes on Friday catching up. Small and steady beats a big scramble at the end of the year.

Free for personal and family use.

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What to keep this year

The records many school-at-home families hold on to. Your state may ask for some, all, or none of these.

- [ ] **Attendance and hours**
  Which days you held school and roughly how long. A monthly log (page 3) works well.
- [ ] **What you covered**
  Lesson plans, a list of curriculum and materials, or a simple journal of each day.
- [ ] **Reading list**
  Book titles, and pages or minutes if you track them.
- [ ] **Grades or progress notes**
  Grades, report cards, or written notes on how each subject is going.
- [ ] **Work samples**
  A few pieces per subject from across the year: early, middle and late.
- [ ] **Tests and evaluations**
  Standardized test results, evaluator letters, or assessment notes.
- [ ] **Paperwork you filed**
  Copies of any notices or forms you sent, with the date you sent them.
- [ ] **Activities and field trips**
  Co-op classes, sports, music, volunteering, outings. They count for more than you'd think.

Every state is different. This is a general checklist, not legal advice. Check your state's homeschool law, or your virtual school's own rules, for what you're required to keep and file.

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Attendance & hours

Child: _____ Month / year: _____ Grade: _____

Date	School day ✓	Start	End	Hours	Subjects / notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Days this month:		**Hours this month:**		**Days / hours so far this year:**	

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Reading log

Child: _____ Month / year: _____

Date	Title	Author	Pages	Minutes	Initials
Books finished this month:			**Total minutes:**		

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Work samples tracker

Save one piece per subject each month: a worksheet, a writing page, a photo of a project. Check the box when it's in the folder.

Child: _____ School year: _____

Subject	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Tip: write the date and subject on the back of each sample before it goes in the folder. Future you will be grateful.

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One line a day

Week of: _____ Child: _____

Monday

Tuesday

Wednesday

Thursday

Friday

When the binder gets heavy

ClassGuardian keeps attendance, lesson plans, your journal, a reading log, grades and work samples in one place. Attendance and hours are logged as the school day happens on your child's computer, and your portfolio grows as you go. Features vary by plan.

Request early access at classguardian.app · 30-day free trial, no credit card