

HOMESCHOOL RECORD-KEEPING STARTER KIT

Keep the story, not the pile.

A concise two-page tool for building useful homeschool records without saving everything.

Check your state's current official requirements first. This is general educational information, not legal advice.

The four record layers

1. Administrative

Required participation or formal process: attendance, notices, forms and evaluator documents.

2. Evidence

The learning activity or product: writing, math, photos, projects, reading logs and assessments.

3. Context

What happened and what support was used: date, learning area, goal, parent note and resources.

4. Progress

Change over time: reflection, observation, early/later comparison, next step and summary.

Keep / Usually Skip

Keep

Representative work samples, meaningful photos, brief observations, learner reflections, required documents and records that show progress.

Usually skip

Every worksheet, duplicate samples, unlabeled screenshots, busywork, duplicate paper/digital copies and private notes that do not belong in a shareable record.

A 15-minute weekly routine

1. During the week: capture only worthwhile moments.
2. Friday - 10 minutes: add context; remove duplicates and low-value clutter.
3. Friday - 5 minutes: mark possible Portfolio items and one next step.
4. Monthly: check that important learning areas are visible.
5. Term or quarter: select progress evidence and create a short summary.

Evidence prompts

What happened?

Name the activity, date and learning area. Add the resource, project or practical experience that made the learning visible.

What did it show?

Note the strategy, skill, connection, misconception, independence or support that mattered.

What comes next?

Choose one useful next step and decide whether the item adds new information to the learner's story.

Portfolio and report checks

- Select representative evidence rather than a pile of similar work.
- Keep the date, learning area, observation and progress judgment with the item.
- Check that the Portfolio shows breadth or change over time.
- Use the selected records to explain a clear learning story in the Report.