

# Samples of Recordkeeping Forms Required by Christian Heritage School

These samples are provided *before* you make your decision to enroll so you will be aware of the types of paperwork required by our school. Actual forms will be provided to you after completion of enrollment.

## Kindergarten - Grade 8

**Course of Study** (A list of the resources you will be using)

Subject	Grade Level	Resources & Publisher(s) (If parent planned, describe plan on reverse)
Bible	_____	_____
Reading (Phonics, literature)	_____	_____
Writing Skills (Composition, creative writing, etc.)	_____	_____
Grammar	_____	_____
Spelling & Vocabulary	_____	_____
Penmanship	_____	_____
Social Studies (History, Geography, Cultures)	_____	_____
Science	_____	_____

# Kindergarten - Grade 8

## Quarterly Report Card (Only list grades for subjects taught - Kinder report is different)

Student \_\_\_\_\_ Grade 199 -9  
(Grade may be stated as PRIMARY [1,2,3] or INTERmediate [4,5,6], if desired)

**ATTENDANCE**                      Qtr. 1      Qtr. 2      Qtr. 3      Qtr. 4

Starting Date					
Ending Date					
Days Present					
Days Absent					
Total School Days					
Height	Weight				

**GRADING KEY**

O = Outstanding                      A = Excellent                      D = Poor  
 S = Satisfactory                      B = Good                              F = Failing  
 N = Needs Improvement              C = Average

**REMARKS EACH QUARTER (Optional)**

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

**CONDUCT**

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Positive, cooperative attitude				
Listens well and follows directions				
Is diligent and completes work				
Work is neat, orderly, good quality				

**ACADEMIC PERFORMANCE**

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
<b>Bible</b>				
<b>Reading: Phonics</b>				
<b>Literature (Reading)</b>				
<b>Grammar</b>				
<b>Spelling/Vocabulary</b>				
<b>Penmanship</b>				
<b>Writing/Composition</b>				
<b>Science</b>				
<b>Social Studies</b>				
<b>Fine Arts (Music/Drama/Art)</b>				

## Quarterly Progress & Attendance Report (Indicate progress made in each subject)

**CONDUCT/CHARACTER DEVELOPMENT** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BIBLE STUDY/TRAINING** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**READING and Language Arts** (phonics, grammar, spelling, vocabulary, penmanship, literature) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WRITING** (compositions, reports, letters, creative writing, essays, etc.) \_\_\_\_\_

**ATTENDANCE RECORD**                      **Instructions:** Mark (X) dates of school attendance. See Handbook for complete instructions.

July:            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

August:        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

September:    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

October:        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

November:     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

Total number of days in 1<sup>st</sup> quarter: \_\_\_\_\_