



## Northern United Charter Schools 2019-20

### Learning Record Checklist

Learning Records are turned in to your Learning Record Checker on the due date. (**Due Dates at a Glance**) They are submitted in alphabetical order.

#### Learning Record

1. The Independent Study Teacher (IST) of record must sign the first page of the Learning Record (LR) in BLUE ink if doing paper learning records. For digital learning records, there must not be an IST signature line.
2. The following must appear on the top of the first page of the LR: IST name, student's legal name, student number, grade level, learning period number, learning period dates, number of days of attendance (this **must match** the Attendance on School Pathways) and a statement to indicate when less than 50% of work is completed.
3. Check the missing assignment line on the LR if less than 50% of the assigned work was completed. Follow up with a missing assignment letter request from Admin.
4. Use correct Learning Record format. Each course (high school) or growth area (K-8) must have three labeled sections:
  1. **Goals** – broad and long range
  2. **Standards** – use the CA Standard number and the written CA Standard
  3. **Activities** (or could be called Outcomes or Assignments) – the specific activities the student completed (use verbs). For courses without CA Standards, the format must be Goals, Objectives and Activities. An IST may choose to use the combined heading Standards/Objectives in order to use the same heading every time. If a CA state adopted or CA Standards based text is used, the title of the text can be written in lieu of listing standards.
5. Use correct course names on high school LRs. Use the latest High School Course List. Use same course name on all paperwork (Master Agreement – MA, Report Card – RC, Portfolio Checklist - PC, and Learning Record – LR). Please compare course names to those entered into our database system, School Pathways.
6. Use same order of courses on LR, RC, MA, Portfolio Checklist, and work samples in portfolio. The correct order is Language Arts, Life Skills, Social Studies, Math, Science, and Electives/Special Interest.
7. For high school students, list the grades and credits earned for each course on the final LR of each semester and for the final LR for a dropping student. These grades and credits must match the grades and credits on the RC and MA.
8. When a high school course is completed before the end of a semester, it should be noted throughout the semester, under the write-up for that course, that the course was completed and the number of credits earned.