

Guidelines for completing the Homeschool Course Analysis and the Homeschool Course Proposal

Thank you in advance for your time and cooperation throughout this process. In completing these forms, please provide as much detailed information as possible so that we will be able to determine whether we will be able to grant credit for the work your student(s) have completed. One form for each class for each academic year must be completed. Please make as many copies as you need. These forms will be available on our website as well. The basic process for filling out this form is the same for both the Homeschool Course Analysis and the Homeschool Course Proposal. It is important to use the correct form as they are slightly different. Please remember that the Homeschool Course Analysis is for a course that has already been completed and the Homeschool Course Proposal is for a new course to be taken this year.

Course Administrator/Contact Information:

- Please provide the name and contact information (phone number and email if available) of the person who administered the course (parent, guardian, relative, tutor, etc.).

Grade Level/Year Completed:

- Please indicate the grade level and academic year (i.e. 9th grade, 2005-06) in which your student completed the class.

Length of Class/Hours:

- Please provide the number of weeks your student took to complete the course.
- List the hours per week the student received instruction.
- Please indicate the total amount of hours spent on the course.

Grade Received:

- Please provide any information you have regarding the *final* grade received by your student in the given course. We understand that some curriculum providers do not issue grades, but please provide any information you have.

Course Description:

- Include an outline of the course, describing what core topics/units were addressed (or will be addressed if proposing a course).

Curriculum Used/Curriculum That Will Be Used:

- List any educational materials that were used (or will be used) during the course. Please include online curriculum as well.

Assignments/Projects Completed and Attached Documents:

- Describe assignments for the course and attach sufficient documentation to demonstrate knowledge acquired in course (i.e. final paper/essays for a writing course, lab reports for science, final exam, etc.).
- Additional documentation may be requested if necessary.

For specific questions regarding how to complete these forms, please contact your counselor. For any other questions or concerns regarding this process, please contact: Tim King 503-577-2379 tim@edchoices.us