

# Just in Case: A Homeschool Continuity Plan

South Alabama homeschooling: Erin Wainwright

# -Just in Case: A Homeschool Continuity Plan-

# 📚 SECTION ONE: Homeschool Record Keeping: Start Here

Life can change in a heartbeat—we've seen it happen again and again. Whether it's a sudden death in the family, a divorce, an unexpected move, or even just a shift in your child's educational path, having homeschool records can make a world of difference during a time of crisis.

- While Alabama does **not require** you to keep detailed homeschool records, we strongly encourage you to maintain what may serve your family well in the future. This isn't about fear—it's about peace of mind.
- This packet is not a list of legal obligations. It's a **flexible tool**—something you can adjust, add to, or simplify based on your season of life. Whether you're a minimalist or a binder queen, use what fits your style and needs.
- We recommend keeping this paperwork in an easy-to-access binder. Forms #4-#10 are designed to be printed once per student, per school year, so they can be added annually behind that student's tab. If you are enrolled in a cover school or private school, we suggest storing those records directly behind the Legal Paperwork Log for that year.

Some of these forms may never leave your filing cabinet. Others could one day support scholarship applications, college admissions, military enrollment, or even simply help another parent pick up where you left off.

If nothing else print #4 - #6, so IF anything happens the parent/guardian left behind knows WHO they can contact for help and WHAT the kids have been doing to know where to go from there.

It's not about doing more—it's about being ready, just in case.

— Erin Wainwright South Alabama Homeschooling

### 1. (Possible) Basic Records to Keep:

- 1. Legal Paperwork
  - Copies of any legal forms you have submitted.
  - **Certified Mail Receipts** with signature return card for any paperwork sent.
  - A copy of the educational codes or laws you homeschool under (if applicable).

#### 2. Contact Information

• Keep the contact details of a veteran homeschooler or support group in case your family needs assistance.

#### 3. Attendance Records

• Keep a record of the days your child attends school, even if informal.

#### 4. Curriculum Records

• A list of curriculum materials and resources used for each school year.

#### 5. Grade Reports

• Keep grade reports for each year, even if informal.

#### 6. Current Year's Curriculum

- Document what your child is currently using, including any online programs.
- Keep **passwords** to any online curriculum or educational tools.

#### 7. Lesson Plans

• Create lesson plans, or use a method called **reverse lesson planning**, where you write down what has been covered after it's been taught.

#### 8. Samples of Work

• Keep work samples that show progress over the year (e.g., beginning, middle, and end-of-year samples).

#### 9. Diploma & Transcripts

• When your child graduates, ensure you have a diploma and transcript ready, detailing all courses completed

## 2. V Homeschool Records Checklist

- Legal paperwork
- Certified mail receipt with signature card
- □ Copy of homeschooling laws/educational codes
- □ Veteran homeschooler contact information
- □ Attendance records
- □ Yearly list of curriculum used
- Grade reports for each year
- □ Current year's curriculum (including online passwords)
- Lesson plans or reverse lesson plans
- Samples of work (beginning, middle, and end of year)
- Diploma and transcripts (for graduates)

### 3. 🏡 Homeschool Record Keeping Forms

**Please note**: In Alabama, the compulsory school age is 6 to 17 years old. You are not required to submit enrollment paperwork until the school year following your child's 6th birthday.

#### 1. Legal Paperwork Log

Use this form to track each year's legal documents. Include which student(s) were covered under each form and whether copies and certified mail receipts were kept.

Type of Document	Date Submitted	Student(s) Enrolled	Copy Kept? (Y/N)
Church School Enrollment Form/Private School enrollment form	Aug 1, 2025	Jane and John Doe	Y

# 2. Homeschool Law Reference

Educational Code or Legal Basis You're Homeschooling Under (optional, if you think might be helpful):

Notes:

# 📄 Section Two – Helpful Forms

This section includes simple, flexible forms to help others quickly understand your homeschool routine if they ever need to step in.

These aren't full academic records—just the essentials. Each page offers a snapshot of what's been taught, what resources have been used, and who to contact for help.

Whether your family continues homeschooling or transitions to another setting, these pages are designed to provide clarity and confidence in the next steps.

Use what fits your family, skip what doesn't.

### 🕇 Quick Notes on Select Forms

#### 4. 555 Homeschool Emergency Contacts

If you fill out nothing else in this packet—**start here**. This page helps the remaining parent or guardian know who to contact if the primary educator can no longer manage homeschooling. List people who understand your homeschool setup—like your cover school administrator, experienced homeschool parents, or co-op leaders. Having this ready can prevent months of confusion and keep your child's education on track.

#### 9. 📓 Lesson Log (Reverse Planning Option)

This log is for **reverse planning**—writing down what was actually completed each day or week. It's perfect for families who prefer a flexible or interest-led approach. It also works well to show what's been done and what's still ahead if someone else needs to continue the school year. Keep it simple and consistent—this can double as both a record and a guide.

#### 10. 📁 Work Sample Archive

Use this form to track **key samples of student work** from the beginning, middle, and end of the year. These show academic growth and don't have to be polished—just real work that represents your child's learning. Especially helpful for year-end reviews, building transcripts, or providing documentation if needed. Print one per student, per year, and keep the samples with it.

#### 11. 🎓 Graduate Records

This form helps summarize your high school student's coursework and graduation progress. Include course names, grade levels, assigned credits, and whether a transcript or diploma has been issued. Keeping this updated ensures you're ready for college admissions, scholarship applications, military service, or other post-graduation plans—even if your student isn't sure yet what they'll pursue.

# 4. 505 Homeschool Emergency Contacts

We recommend listing:

- Your cover school administrator (if applicable)
- One or more experienced homeschool parents you've worked closely with
- Any additional support contacts (like co-op leaders or mentors)

This single page could save months of confusion—and ensure your child's education stays on track during a difficult time.

•	Name:	Name:
•	Phone Number:	Phone Number:
•	Email:	Email:
•	Relation/Experience:	Relation/Experience:
•	Name:	Name:
•	Phone Number:	Phone Number:
•	Email:	Email:
•	Relation/Experience:	Relation/Experience:

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# 5. Homeschool Schedule Overview

Student Name: Academic Year:			
7 What type of sch	edule do you follow?		
(Check all that apply)			
🔲 Traditional pu	ublic school calendar (August–May	/)	
Year-round (w	vith breaks throughout)		
□ 6 weeks on / :	1–2 weeks off		
4-day school	week		
Block schedu	ling (focusing on one or two subjec	cts at a time)	
Seasonal rhyt	:hm (e.g., lighter in summer, heavie	r in winter)	
Other:			
🚨 What does a typi	cal homeschool week look like?		
Day of the Week	Subjects or Activities Focused On	Start/End Time (Optional)	Notes
Monday			
Tuesday	<u> </u>		
Wed			
Thursday			
Friday			
Weekend	[] Off [] Light/Optional		
🚞 Planned Breaks o	r Holidays (if known)		
Break/Holiday	Dates	Notes	

### <u>6. Curriculum Log – By Year</u>

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Subject	Curriculum Title	Publisher/ Provider	Format (Book/Online/Both)

#### 🔐 Curriculum Login Info

Store login credentials for your child's online curriculum, learning apps, or educational accounts. This ensures that, if needed, another adult can easily access their materials and continue their learning without disruption.

Tip: For added security, store a printed copy in your binder and a password-protected digital version separately.

Program / Site	Student Name	Username / Email	Password	Notes (Level, Class, etc.)

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# 7. Grade Report

Student Name: _	
Academic Year:	

Subject	Grade	Notes		
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# 8. Current Curriculum Tracker

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Subject	Curriculum/Program Name	Access Info (Website/App)	Password Stored? (Y/N)
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# 9. Lesson Log (Reverse Planning Option)

Student Nai Academic Y	me: /ear:				
Date	Subject	Activity or Lesson Covered	Materials Used	Notes	
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# <u>10. <mark> Work Sample Archive</mark></u>

This page helps you keep a simple record of student work that shows growth over the year. We recommend saving one sample from the beginning, middle, and end of the year for each core subject.

	 :		
Subject	Beginning Sample Included	Mid-Year Sample Included	End-Year Sample Included
	[ ] Yes [ ] No	[]Yes[]No	[ ] Yes [ ] No
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50	-		

# 11. 🎓 Graduate Records

adamia Vaari			
Graduation Date (Actual or Projected): iploma Issued:   Yes    No iranscript Completed:  Yes    No			
High School Cours	es Completed		1)
Course Title	Grade Level Completed	Credit Value	Notes (e.g., Honors, Dual Enrollment, Online)
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# 12. Additional Notes:

Student Name: _	
Academic Year:	

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Not all learning happens through textbooks and worksheets. This section includes optional forms that help you document the **rich**, **real-world learning** your student is doing—whether you're unschooling, customizing your curriculum, or simply want to keep track of life beyond the classroom.

These pages can support:

- Course descriptions and transcript development
- Scholarship, job, or college applications
- Personal reflection or long-term record keeping

Included in this section:

- 📚 Reading List & Literature Tracker
- 🤝 Volunteer Work & Life Skills Record

Use what fits your homeschool approach. Print one per student, per year as needed.

### 13. 📚 Reading List & Literature Tracker

Use this page to track books your student reads throughout the year—whether part of a structured curriculum or personal interest. This is especially helpful when building course descriptions, especially for English, history, or humanities credits.

Print one per student, per year. Add notes if the reading was tied to a specific course or independent study.

Book Title	Author	Date Completed	Subject or Course	Notes (optional)
5				

### 14. 🤝 Volunteer Work & Life Skills Record

Use this page to document community service, volunteer hours, apprenticeships, or practical life skills gained throughout the year. These experiences can count toward elective credit or support post-graduation goals like job readiness or college applications.

Print one per student, per year. Attach letters or certificates as needed.

	Organization / Activity	Description of Work or Skill	Dates / Hours	Skills or Lessons Learned	Supervisor /Contact (optional)
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# 🧪 Optional Testing & Assessment

Standardized testing is **not required** for homeschoolers in Alabama, but in some situations, it may be helpful.

If your situation is leading to a need to return to public or private school, or you simply want to understand where your child is academically, testing can offer a snapshot of their progress and help guide next steps.

Here are a few reasons you might choose to test:

- Preparing for re-entry into public/private school
- Planning for college or career readiness
- Tracking academic growth year to year
- Meeting personal or family goals

We've compiled a list of **testing providers and resources** to help you explore your options: <u>
southalabamahomeschooling.com/resources/testing-sites-and-resources</u>

Remember, testing is a tool—not a measure of your worth as a parent or your child's potential. Use what serves your goals and values.

#### 💛 A Final Note from Me

Life can change in a heartbeat. Over the years, I've seen it happen more times than I can count—through loss, divorce, illness, or unexpected turns. And while Alabama doesn't require you to keep detailed homeschool records, I've come to believe that **keeping something** is simply wise.

If you do nothing else, please take a moment to:

- Fill out the Homeschool Emergency Contact page
- Record what curriculum or work your student has been doing

That alone can give clarity, comfort, and direction to whoever might need to step in—whether for a short time or for the long haul.

You don't need to do it all. Just take one step. Then another. You've got this. And I'm proud of you for thinking ahead. 💛

— Erin Wainwright South Alabama Homeschooling