

Record Keeping for Private Home School Families in California

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I. California Education Code and Homeschool Families

- A. Mandatory attendance in a public school if a child is between the ages of 6 and 18.
- B. 6 years old on or before September 1
- C. Exceptions to this law include enrollment in a private school or being tutored by a California credentialed teacher.
- D. A private homeschool is a private school that operates out of your home.

II. The Five Records You Need

- A. Private School Affidavit (PSA)
 - a. File between October 1 and 15 of each year
 - b. Only include children who are 6 years or older
 - c. Print a copy for your records
- B. Attendance Record
 - a. No minimum number of days or hours required
- C. Course of Study
 - a. A list of subjects *offered* by a school.
 - b. For grades 1-6: English, arithmetic, social science, science, fine arts, health and PE
 - c. For grades 7-12, same as grades 1-6 plus: Foreign language, applied arts, career technical education and parenting skills
 - d. Private schools are free to offer other subjects like Bible.
- D. Faculty Qualifications
 - a. A document that lists the name, address and qualifications of each member of the faculty.
- E. Health Forms
 - a. Immunization Record (CDPH 286)
 - i. "Home Based Private School Per SB 277"
 - b. Tdap Sticker for 7th grade
 - c. For children entering 1st grade:
 - i. Report of Health Examination for School Entry (PM171A)
 - ii. Or waiver (PM171B)

III. Optional Records

- A. Evaluations or Report Cards
- B. Transcript
- C. Cumulative Record
- D. Samples of work and tests
- E. Reading list
- F. Field Trip list
- G. Extra-Curricular Activities list
- H. Individual Course of Study

IV. High School Records (Optional)

- A. Transcript
- B. Course Descriptions
- C. Reading List
- D. Activity and Award List
- E. Samples of Work

How Often?

One Time Only	Yearly
Course of Study	Private School Affidavit
Faculty Qualifications	Attendance Record
Health Forms (per child)	

Where to Keep Records

School File	Cumulative Folder	Student Portfolio/Folder
Private School Affidavit	Health Forms	Samples of work and tests
Attendance Record	Cumulative Record	Field Trip list
Course of Study	Evaluations, Report Cards, Transcript	Reading list
Faculty Qualifications	Individual Course of Study	Extra-Curricular Activities list

RESOURCE SHEET

Websites

Janelle Knutson's Website/Blog

www.JanelleKnutson.com

Homeschool Legal Defense Association (HSLDA)

www.hslda.org

Christian Home Educators Association of California (CHEA)

www.cheafca.org

Family Protection Ministries (FPM)

www.pheofca.org

Resources

Downloadable Forms from CHEA

<http://www.cheafca.org/index.cfm?fuseaction=Page.viewPage&pageId=1042&parentID=532>

Organizing Homeschool Records (Video and Blog Post)

<http://www.janelleknutson.com/2016/08/21/simple-way-organize-homeschool-records/>

Online Affidavit

<http://www.cde.ca.gov/sp/ps/affidavit.asp>

Step-by-Step Instructions for Affidavit

<http://www.pheofca.org/FilingAnAffidavit.html>

<http://www.cheafca.org/index.cfm?fuseaction=page.viewPage&pageID=490&nodeID=1&parentID=508>

Health Records

Immunization Record (CDPH 2868) aka "Blue Card"

<http://www.cdph.ca.gov/pubsforms/forms/CtrlForms/cdph286.pdf>

Report of Health Examination for School Entry (PM 171A)

[http://www.dhcs.ca.gov/formsandpubs/forms/Forms/childMedSvcForms/pm171a\(bi\).pdf](http://www.dhcs.ca.gov/formsandpubs/forms/Forms/childMedSvcForms/pm171a(bi).pdf)

Or the Waiver (PM 171B)

[http://www.dhcs.ca.gov/formsandpubs/forms/Forms/childMedSvcForms/pm171b\(bi\).pdf](http://www.dhcs.ca.gov/formsandpubs/forms/Forms/childMedSvcForms/pm171b(bi).pdf)