

Learning Record Checklist

To be referred to by ES when creating learning records.

(For more information on how to write a learning record, see <http://www.ieminc.org/handbook/learnrecord/lrproc.htm>)

- Template entered based on previous year's STAR Score
- Major Objectives of course of study included= appropriate standards marked
- Means of assessment/evaluation of course of study included
- High School course titles included and a-g courses include textbook titles
- Content listed when appropriate standards unavailable for courses in Life Skills or Special Interests, or if standards were not addressed in core subjects.
- Correct Spelling and Grammar
- No location is listed- only what is learned, not where it's learned
- No religious reference or wording except in the study of World Religions
- No time references as these are dealt with in portfolio samples
- Dates of learning record match dates on attendance roll sheet
- Amount of learning documented supports the attendance claimed
- Professional, organized appearance
- Teacher comments if applicable, for CW students, include "PLIP" templates and documentation, reading level if Basic, and truancy issues

Remember that the Learning Record:

1. Is an important part of the ES job and is reviewed by their ES Advisor and Executive Director.
2. Is a school document that becomes the course of study description for that course.
3. Is looked at by other schools as it becomes a part of the cum file if a student transfers.
4. Is read by college counselors to determine if prerequisites for courses have been met.
5. Could be compared to the transcript by the auditor to be sure it supports the awarded grades and credits.
6. Could be read by the superintendent of the school district, and the board, CDE, and WASC to assess the quality of the charter school and the students' achievements, and may be a determining factor in whether or not a charter is renewed from year to year.
7. Could be viewed by an auditor to determine if we are complying with charter law requirements in stating activities and objectives for each subject area covered.