

## Learning Record Checklist

To be used for ES referral when creating learning records.

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

- Major Objectives of course of study included= appropriate standards marked
- Activities and means of assessment/evaluation of course of study included
- Content listed when appropriate standards unavailable
- High School course titles included
- a-g courses include textbook titles
- Specific school resources listed (including HQT, materials and/or contract programs if appl.)
- 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"s (see curr. policy)"
- Non-traditional learning listed if applicable

Remember that the Learning Record:

1. Is one of the most important parts of the ES job.
2. Is an auditable, legal 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. Is read by the superintendent of the school district and the board 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.
6. Is read by a financial auditor who views items discussed in the LR almost like a PO. (So don't discuss any material/book in the LR that couldn't be purchased by the school. The LR must validate the school's instructional purchases.)
7. Is viewed by a programmatic auditor to determine if we are complying with charter law requirements in stating activities and objectives for each subject area covered.
8. Is compared to the transcript by the programmatic auditor to be sure it supports the awarded grades and credits.