

Grade Auditing Service and High School Transcripts

This unique service is designed to be a support for the family, not a dictatorial master. We bring to the table many years of educational experience with professional advice and reflection. One of the more popular features of this service is the back-up it affords mother and father. When *studyitis* or *procrastinitis* sets in, the parents can point to the auditing schedule as a determining authority, backing up their own. Here's how the system works ...

A specific auditor is assigned to each student. You're not dealing with a telephone operator in a pool of others, you have an experienced individual concerned with your educational welfare. As much as possible, we try to maintain the same auditor for all students in a family. This person will be your point of contact should questions arise.

Families submit samples of graded work. Each quarter (about every nine weeks) you will submit a sample of work the student has completed and which you have graded. Your grade auditor will provide a list of items she will need to see. Nervous about grading? No need to worry, simply consult your CHC *Preceptor* or contact your auditor for suggestions. Something's come up to alter your time line? Again, all it takes is a call or email to your auditor to determine a solution.

Your auditor provides a grade report evaluation. Upon receipt of a student's quarterly work, the auditor will evaluate both the work and the grading, offering perspective on grading and verifying that nothing has been overlooked. The family is then sent a report card and a student profile, indicating areas in need of improvement as well as areas of success. This feedback is intended to be a guide for improvement in the coming quarter.

Is there help for grading written work? Absolutely! While parents do all the initial grading of the student's work, Covenant Home offers help in several ways in this most important area. First, in the CHC *Preceptor* twelve pages are devoted to the evaluation of written work on various levels. Many practical suggestions on grading book reports, compositions and essays are given to help you know what the standard should be. A reproducible evaluation chart breaks each category down into specific areas and shows how to place a point value on them. Several articles written by one of our grade auditors give helpful suggestions on evaluating various types of writing, complete with samples, evaluations and explanations—*why this was better than that*, etc. Second, excellent guides for writing book reports are found within each curriculum, grades 1 through 12. These same guides, which are valuable teaching aids, provide the tool and standard by which to grade.

Finally, your auditor will always want to see one or two samples of each form of writing assignment each quarter. She will make personal notations on the student's work to help both student and parent. These comments have proven most valuable to our families in the past. It is difficult, even for the experienced parent, to be unbiased about his child's work. The auditor's input points out things which may have been overlooked and builds confidence when the jobs of writing and grading have been done well.

Per student fees are as follows:

• Kindergarten Grade Auditing	\$175
• 1 st - 4 th Grade Auditing	\$200
• 5 th - 8 th Grade Auditing	\$250
• 9 th - 12 th Grade Auditing	\$335



High School Transcripts

Colleges and universities respect well-written transcripts. Knowing what to include and how to state each insertion is important. You and your student will appreciate this aspect of Covenant Home's grade auditing service when higher education looms on the horizon.

A sample page of our transcript form appears in the CHC *Preceptor*, the great "How-To" manual that we provide with every full curriculum. Our grade auditors will personally guide each enrolled family in creating this most crucial record. We furnish **official transcript copies** to as many schools as you request.

High School Students Enrolling in Grade Auditing

Awarding Credit for Extra-Curricular Work:

In addition to teaching the core academic subjects which we supply, many Covenant Home families have found creative ways to provide their students instruction in extra-curricular activities such as physical education, home economics, shop (or apprenticeship in some other skill), art or music. In many instances, these learning experiences represent a significant amount of time and involvement and should be included in the transcript. College entrance officials look for key signs of accomplishment. We help them find the things that will present your child effectively.

Seeking Pre-Approval for Subjects Apart from Covenant Home:

If a high school student wishes to add a subject for credit or to use a text other than one provided by Covenant Home, pre-approval must be secured before the school year is begun. Submit a letter to **Covenant Home Course Approval, N63 W23421 Main Street, Sussex, WI 53089**, including the following information:

- Provide the name of the text and give a catalog description including the level, number of pages and other pertinent information.
- Indicate the number of hours per week to be devoted to the course, as well as its duration, generally either 18 or 36 weeks.
- Provide a written course overview with a brief outline of the objectives and information to be covered.
- Indicate the amount of credit (half or full) you are seeking.

Tutors, Cooperative Instruction, Community College Courses:

For those of you who have enlisted the help of private tutors or who have enrolled your child in a homeschool co-op or other means, please arrange for the instructor to provide documentation. Your auditor will include all such **pre-approved** classes if the correct information is reported to her with the quarterly work. Likewise, community college courses which earn **high school credit** may be included in the student's course listing and contribute toward the GPA. Those earning college credit are usually listed in the remarks section of the transcript. **A minimum of three CHC core subjects is required to qualify for grade auditing.** An additional fee may be added if a student exceeds seven subjects.

HIGH SCHOOL STUDENT?

PLEASE INCLUDE:

- All high school application information
- A transcript for previous high school work

High School Enrollment Application:

Student Name _____

Parents or Guardians _____

Address _____

Grade _____ Date of Birth _____/_____/_____

Social Security Number _____ - _____ - _____

Attendance at last high school other than CHC? _____

Please attach a transcript for any high school work, grades nine and above only, completed prior to CHC. If the student was homeschooled and has no official transcript, a family-made transcript may be submitted. Compile a list of subjects studied, arranged by high school year; include the name of the text and the publisher, and the final grade earned. If the text was not completed or if the course was less than one full year, this information should be included. Previous transcript information will be used to determine the number of high school credits earned, as well as the appropriate course of study henceforth.