

**SLVUSD Charter School**  
Homeschool Attendance Documents Description

<b>ADA</b>	<b>Documents</b>	<b>Responsibility</b>	<b>When?</b>	<b>Details</b>
X	Board Policies	Principal/Board	4/1/09	Complete
X	Administrative Regulations	Principal	4/1/09	Complete
X	Home Study Agreement (Master Agreement)	Parent, Student and All Program Teachers	Each Semester	The Master Agreement was updated in 2009 to reflect the current laws.
	Personal Learning Plan	Supervising Teacher, Parent and Student	Each Semester	We renamed the "Green Sheet" semester plan sheet as Personal Learning Plan and Semester Review.
X	Assignments/Courses of Study	Supervising Teacher gives assignments in collaboration with Parent and Student.	Each Semester	In order to get ADA students must be given specific assignments, materials and evaluation aligned with CA State Standards for each content area.
X	Monthly Attendance Ledger	Parent and Student	Daily, Due every 20 days	The Monthly Attendance Ledger was up dated in 2009 to reflect current laws.
X	Weekly Progress Reports	Parent and Student	Weekly, Due every 20 days	Families can also use a calendar to record details of daily educational engagement.
X	Work Samples (4 Monthly)	Parent and Student	Daily, Due every 20 days	Families must provide teachers with four work samples each month.
X	Evaluation of Days of Work	Teacher	Every 20 days	Completed on the new Monthly Atten. Ledger
X	Evaluation of Academic Progress	Teacher	Each Semester	This is reflected in the Semester Review, a report card or certificate of completion.
X	Work Samples (Representative)	Teacher	Each Semester	Teachers must file at least one representative Work Sample each semester. It must be signed, dated and evaluated.
X	Attendance entered into Power School	Charter Office	Every 20 days	Attendance data goes to both the District and County and affect funding.