

## CCS-PSP Instructions and Requirements for K-8<sup>th</sup> paperwork

### Proposed Course of Study:

The Proposed Course of Study form needs to be completed and turned in prior to the beginning of your school year. If your quarters are different than the CCS calendar, they must be approved by the K-8 Coordinator and you must be issued approved due dates.

If you are using a specific curriculum, state name and grade level. Do not use terms such as, “various” or “etc.”. Please be specific, remember this is going into your child’s permanent record.

Finally, this form is not meant to restrict you from using other materials or other curriculum during your school year. It is only to give the PSP some idea that you have a plan for the year, if you make changes throughout the year, those will be reported on your quarterly report cards.

### Quarterly Report Card:

The Quarterly Report Card is due within 7 days of the end of each quarter.

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1. Check the appropriate quarter box.
2. Enter student’s name, current grade level and date of report completion.
3. For each subject, enter what your student has completed this quarter.
  - a. If you are using textbooks, state the name of the textbook and the pages or chapters that were completed *during this reporting period only*. If you used additional materials, state that below the textbook section.
  - b. If you are doing unit studies, state which materials, books, experiments, field trips, etc. were used in the appropriate subject section.
  - c. Be specific.

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4. Grades: when grading younger students the “WISE” scale is a good option. Once your student enters Jr. High, it is suggested that a point system with a corresponding letter grade be used, to prepare both teacher and student for High School. While this is not mandatory at any time during K-8, it is highly suggested.
5. Attendance section: At the end of the 1<sup>st</sup> quarter, the “Days Present” and “Cumulative Total” will be the same. As the quarters progress, “Days Present” will state the number of days your student was present during the quarter for which you are reporting, and the “Cumulative Total” will be a running total for the year. ***Please note attendance is mandatory.***
6. Reading list: When the student is young this can be a list of the books you read with the student. As the student gets older this should be a list of the books the student read independently. If you need a separate sheet, please use one (there is additional space on page 3).
7. Overall progress. This is a good place to comment on specific growth or challenges your student has faced during this reporting period.
8. Sign the signature block at the bottom.

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9. Character fruits and height/weight sections are optional.
10. Additional space is at the bottom should you need it.
11. If you do not use this page, you do not need to include it in your report.

### Reminders:

1. Remember the Proposed Course of Study and the Quarterly Report Cards are **a part of your student's permanent record.** If you choose not to use the fill-in reports on the website, you must use black ink and the reports must be neat and legible.
2. The reports must be turned in within 7 days of the end of the quarter (Calvary Christian School's calendar), unless other arrangements have been made with the K-8 Coordinator. If we do not receive your paperwork within 7 days of the end of the quarter or your paperwork is incomplete, a "Request for Paperwork" will be sent to you via email. Upon the third request within your cumulative years of enrollment in CCS-PSP, your enrollment will be terminated.
3. HSLDA recommends our students be present for 180 days of study during the year.

### Notes:

1. Our website forms open in your browser window. Once you finish with your form **DO NOT** hit the "x" in the top right corner of your screen to go back to the website, this will shut your browser down completely. USE YOUR "**BACK**" button on your browser to get back to the website.
2. You must have Adobe Reader to open and use the fill-in feature of these forms. Adobe Reader will let you open, input text and print, but will **NOT allow you to save the form** to a file. To save to a file you must have the full version of Adobe Acrobat OR you can download a freeware called cutepdf that will allow you to save these files, once filled-in, to your computer.
3. USING cutepdf: If you install cutepdf - it will be installed to your computer as a "**printer.**" So to save you will actually go to "file" and "PRINT" not "save". Once you get to the printer selection, select cutepdf as your printer and a screen will come up asking where you want to "print/save" the file and what you want to name it. Be sure to name it and put it somewhere that you can find it again (your desktop is always a safe location). Then to print a hardcopy, if you need to, select "file" and "print" again, after you've saved with the cutepdf, and you can print your copies.

### Tips & Tricks!

1. If you use cutepdf to save your report cards in .pdf, it then makes it easy to reopen that file, rename your file and begin your report card for the next quarter. Page 2 with grades and attendance will already be there and all you need to do is add your information for current quarter and you have cumulative information for the year. It also helps, if you are using textbooks, to remember what the last page you left off with was last quarter. If it's the same textbook all you need to do is change the page numbers!
2. If you have the full version of Adobe Acrobat you can make an electronic signature to "sign" your document, and you can simply email it to the K-8 Coordinator.  
Other options:
  - a. If you do not have a full version of Adobe Acrobat, you can fill-in on the computer (don't forget to save your file!) and print it out, sign it, scan it on your scanner and email it to the K-8 Coordinator.
  - b. If neither of those options work, feel free to print out, sign and mail to the K-8 Coordinator.
3. Using the "tab" key on your keyboard will move you quickly through the report card. Unfortunately, there's a glitch at the end of page one that takes you back to the top of page one. Just click on the first

grading block (Bible, Quarter 1) on page two to start the “tab” process again. *You can click on any “fillable” block at any time to move around, you do not have to “tab” around.*

4. A block is “fillable” if there is a blinking cursor, if there is a little white hand, you cannot edit or place information in it.