



## ***Christian Homeschoolers' Association of South Carolina***

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# **Parent Handbook**

## **About our Association**

Christian Homeschoolers' Association of South Carolina (CHASC) is a Christian Association. No Statement of Faith or religious information is required of our members. However, our board members are Christians and we operate under Christian principles. Prayer and scripture may be included in our emails, workshops, events, and ceremonies.

Our mission is to serve homeschool families in South Carolina by providing the accountability required by law and the support needed while allowing freedom for each family to enjoy the educational journey that is best for them.

The association was initially formed in 2003 and continues to provide accountability for families throughout South Carolina. The director is Wendy Graham. She is supported by a board consisting of Victor Frolov, Donna Autry, Adrienne Kleeman, Lisa Nichols, and Scarlett Ritenour. They are all experienced homeschool parents but not legal or educational experts. Information and guidance are provided as support. We strive to provide accurate and current information for members to enable them to educate their children under the Third Option Law. We are not a school and do not provide curriculum or teach students. Information is provided on our website to help families find resources as well.

We welcome all homeschool families and will not intrude or dictate the details that make each family's homeschool program best for their children as long as they comply with the law and the policies of the association. Families are encouraged to choose the style, schedule, and curriculum that work best for them.

CHASC provides the accountability required under the law and does not ask for more than is required by law. However, because we rank high school students, we must obtain course information and grades for all high school students. (Handbook pp. 17-24)

# South Carolina Homeschool Laws

It is important for all homeschool families to be knowledgeable about the homeschooling laws and statutes for their state. The laws applying to homeschooling can be found on our website at <https://chasc.net/SC-Homeschool-Laws>

Parents in South Carolina have three options for accountability

1. Under the direction and with the approval of the district board of trustees of the district in which the children reside. Section 59-65-40
2. Under the auspices of the South Carolina Association of Independent Home Schools, (SCAIHS). Section 59-65-45
3. Under the auspices of a “third option” group, an association for home schools which has no fewer than fifty members and meets the requirements of Section 59-65-47.

CHASC is a third option accountability group that operates under Section 59-65-47.

## Homeschooling Under the Third Option – Section 59-65-47

To Homeschool under the Third Option Law:

1. The teaching parent must hold at a minimum, a high school diploma or General Educational Development Certificate (GED).
2. The instructional year must be at least 180 days. There are NO sick days or absences allowed.
3. The curriculum must include at a minimum: reading, writing, math, science and social studies in grades K through 6 and in grades 7 through 12, composition, literature, math, science, and social studies.
4. The parent/teacher must maintain all educational records, these include:
  - a. A plan book, diary, or other record that indicates the subjects taught and the activities in which the student and parent/teacher engage.
  - b. A portfolio of samples of each student’s academic work
  - c. A semiannual progress report that includes attendance records and individualized documentation of each student’s academic progress in each of the basic instructional areas specified above (#3).

The law does not dictate the length of your school day, how many subjects are taught each day, the school year schedule, or the exact format for keeping records. Families who join CHASC are free to determine what works best for them in regard to these details. However, be aware that there are no excused sick days or absences included in the 180 instructional days. Any instructional days missed due to absence or illness by the student or teacher must be made up during the year. Students must complete a minimum of 180 days regardless of circumstances. Students may complete more than 180 instructional days in one membership/school year. Children are learning every day. Instructional days are not restricted to those days spent reading books or doing worksheets. Instructional days may include field trips and other educational pursuits and may occur on any day of the week, including weekends. While you are required to complete and record 180 instructional days each year; additional days may be included and reported.

Further explanation of the law can be found at: <https://hslda.org/legal/south-carolina>

# Information Required From Member Families

As a third option accountability association, CHASC is required by South Carolina law to report the number of children homeschooled through CHASC and their grade levels to the children's respective school districts. It is extremely important that you provide accurate information and report any changes immediately. If you move, it is your responsibility to determine the current school district and report it to CHASC along with your new address.

Because we provide ranking as a service to our high school students, we require that parents submit the course information for all degree-seeking high school students. Obviously, class ranking cannot be completed without this information. Further explanation of the class ranking process is in the high school section of the handbook. (Handbook pp.17-24)

## Joining CHASC

Joining the association is simple. First, you need to review our handbook and make sure that you agree with our policies and procedures and that you can work within our requirements to homeschool your child/children legally. This handbook has sections that clarify and explain all the policies and procedures for CHASC. You can also email us at [contact@chasc.net](mailto:contact@chasc.net) or call (843)376-3209. This section simply outlines the steps you need to take in order to join the association.

The application process begins on our website by clicking on the Join Us link: <https://chasc.net/join-us>

To apply:

1. Register on the website, by providing the requested information. If you have problems with the online form, please call (843) 376-3209 or email [contact@chasc.net](mailto:contact@chasc.net) for further information or help.
2. Be sure to provide all required information. You must enter the number of high school students you will be homeschooling and check the Membership Agreements after you read the information on the links for each Agreement. There is a question under the space for Student Ten Grade that asks where the students are currently being educated that is often missed.
3. There is a space at the very bottom of the second page for the discount code. It is under the Membership Agreements. Please enter any applicable code here. (Handbook p 7 and website)
4. On the next page, you will be able to review your information and you will be given the choice to pay online immediately or to have an invoice emailed to you. The invoice can be paid online or by mailing a check or money order. Membership will not be approved without payment. If there are any errors on the form and/or invoice, they will be corrected and a second invoice will be emailed as necessary.
5. Do not submit your application unless you are ready to pay. If you cannot pay within 10 days, please notify us at [contact@chasc.net](mailto:contact@chasc.net) immediately to make arrangements. Applications not paid within 10 business days will be deleted unless payment arrangements have been made.
6. All fees are non-refundable.
7. There may be more than one email sent to you during the application process so please watch for emails from [contact@chasc.net](mailto:contact@chasc.net). Please be sure to add [contact@chasc.net](mailto:contact@chasc.net) to your email contact list to avoid having our emails and newsletters being treated as spam or bulk mail.

8. If you do not receive any emails within 2 business days after submitting your application, please contact us immediately so we can correct any problems.
9. When your account is activated, you should receive an email welcoming you to Christian Homeschoolers' Association of South Carolina. If you apply for membership for the upcoming school year before June 1, your membership will be activated on June 1. Until then, your membership will be pending but you will be assigned a CHASC ID/member number when your application is approved. You will be able to see your CHASC ID number on your profile page.
10. Every effort is made to process the applications as quickly as possible but it does take time. Certain months of the year are busier than others. Accuracy and timeliness of forms affect the application process as well. Online payments streamline the process.
11. If you need to expedite the process, you must call to determine if it is possible to complete the process faster. There is a \$35 fee to expedite applications. Rarely will it be necessary to expedite the process since all applications are processed as quickly as possible and most are completed in 5 business days or less.
12. If you have any students who have earned high school credit, we must receive an official copy of a current transcript and the course plan for the school year. If the student was in public or private school, you will receive a letter to submit to the school. You must submit the letter immediately. The transcript and records must be sent to the association. If you homeschool, you must submit the current transcript within 3 business days. Student records and transcripts must be sent to [transcripts@chasc.net](mailto:transcripts@chasc.net). The course plan form must be submitted by the deadline. If you join after the deadline for submitting the course plan form, it must be submitted within 3 days of your membership approval. A link to the form is on the Member Forms page of the website. If you have questions or concerns, reach out to us immediately at [transcript@chasc.net](mailto:transcript@chasc.net). We will walk you through the process but you must reach out to us.

Our mailing address to send checks or money orders if necessary:

CHASC  
PO Box 51386  
Summerville, SC 29485-1386

## Withdrawing a Student from School

If you are withdrawing your student(s) from public, private or virtual school, you will be required to obtain proof of association membership to show to the school. CHASC provides a school letter that not only confirms membership in the association but also requests that the school give or mail all student records to you, the parents. The school letter is usually emailed to the parents when the application is processed and the membership is approved. If you do not receive a letter within 2 business days, please request the school letter by submitting the Compliance Letter Request form or by emailing your request to [contact@chasc.net](mailto:contact@chasc.net). Ideally, families should enroll in CHASC before withdrawing their students from school. Please call and talk to the director if you need to expedite the application process to obtain the letter for the school more quickly. If you have any difficulty during the process, please call (843-376-3209) or email ([contact@chasc.net](mailto:contact@chasc.net)) the director. Some school administrators will not want to give or mail the student records to parents and our letter gives the option of faxing the records to CHASC. Please be sure to let us know if the school will be sending the records to us so we can watch for them. If you do not receive the student records within 2 weeks of submitting the letter, you must let us know so we can follow up with the school. We are here to help facilitate the process; however, YOU are considered the administrator of your homeschool and YOU are the one who keeps all records for your students. General information about withdrawing a student from school can be found at <https://www.homeschoolingisc.org/withdrawing-child-from-south-carolina-public-school>

# Requesting School Records

Upon request, CHASC provides a letter that confirms association membership and requests that the school give or send all records to the parents. Some schools, however, will not honor this letter and will tell parents that records must be requested by the association or faxed to the association. If this happens, please get the name, fax number and any other pertinent information required for us to send the record request. If the school official says that records must be sent to the association, simply reiterate that they can fax the records to the association as stated in the letter and, if necessary, point out the fax number in the letterhead. Please notify us if this happens so we will be expecting the fax, email, or phone call from the school official. If records are faxed to us, we will email them to you as soon as we receive them. We destroy all copies, so you need to be sure to download and save your copies. If you have a student in high school, we must receive a current copy of the transcript. We will email you a request form to sign and return to us so we can fax it to the school. Once again, it is extremely helpful if you can provide the fax number as this can be difficult to find on a school website. Because we need a copy of high school grades, we need to get a copy of the high school transcript but you can request any of the records listed on the request form as well. The course information will be transferred to our records and all documents we receive will be emailed to you. We will destroy the records and only keep our transcript form.

## Our Membership Year

Our membership year runs from June 1<sup>st</sup> to May 31<sup>st</sup>. In that time period, members are expected to complete the minimum 180 instructional days as required in the SC Homeschool Law. These dates (June 1<sup>st</sup> to May 31<sup>st</sup>) were chosen based on deadlines and requirements for high school students. Some of the deadlines for senior students are earlier than May 31<sup>st</sup> so families with high school seniors must be aware of all deadlines for the association and for any colleges or scholarships they are interested in. Please review the High School section of this handbook for more information. (Handbook p. 15 to the end)

All members follow the same membership year to avoid confusion. However, in that year, members may choose whatever academic schedule they wish. Because section 59-65-47 does not set a length for the school day, there is no minimum amount of time required to count toward a school day nor a set schedule of classes for each day. However, families are encouraged to be sure to complete the work required for the grade level in roughly one year and this goal may shape the number of hours in each school day. Younger students may have much shorter days than older students because of the difference in workload. Some students are also more dedicated to completing their work while others may dawdle and take longer to complete their work and this may even change from year to year or during the same school year.

If a family begins to homeschool after the students have been in a public or private school or another program or association, they may count the instructional days that have already been completed in that school or program. It is not necessary to begin counting on the first day of homeschooling in those cases. However, instructional days can only be counted toward one school year. In the rare instance that a family is not able to complete the 180 instructional days by May 31, they must file an Extension form on or before May 31. If completing the school year by May 31<sup>st</sup> is a consistent problem, members may be encouraged to see if another accountability association would be a better fit for their family's homeschool needs. Not meeting deadlines in high school can create some serious problems for high school students, especially those bound for college. (High school section of handbook p.15 to end)

## Forms and Instructional Days

There are only two forms that all members need to submit to CHASC. These are the Membership Application and the Compliance Form. There is an optional Extension form that some families may need to use. All forms are digital and accessed through the website. There are additional forms submitted by parents of high school students. These are discussed in our high school section under Class Ranking and High School Transcripts. We do not mail forms, nor do members print and mail forms to us.

The Membership Application is completed online at <https://chasc.net/join-us>. Every line on the application provides important information we need to serve members and comply with the law. Failure to provide information will at best delay the application process and at worst may cause your membership to be denied or accrue additional fees. All payments must be received before applications are finalized and approved. Once the application has been processed and activated, a welcome email will be sent to the new member. This email will include important information including your membership number. We generally send a second email with the school letter attached when parents note on the form that the students were in public, private, or virtual school before joining CHASC. Parents will print the letter and take it to the school when they notify the school of their plans to homeschool. Anyone who has difficulty with registering or filing the application form online should call (843) 376-3209 or email [contact@chasc.net](mailto:contact@chasc.net). Those who register for the upcoming school year before June 1 may not be activated on the website before June 1 but a member number will be assigned when the application is processed.

The Compliance Form is filed on or before May 31<sup>st</sup> every year. It can be accessed under the Members Area tab on the website. All members must complete this form. Most will complete it at the end of their homeschool year after completing at least 180 instructional days. Members who withdraw their children from CHASC for any reason such as placing students in school, moving out of SC, or changing associations, must complete the form after they notify us by email that they intend to withdraw their children. For all other members, the form must be completed on or before May 31 at the end of every school year that they are members of CHASC regardless of their plans for the next school year.

Although members must complete the required 180 instructional days to file the Compliance Form, this does not mean that they must complete the work required for a grade level or even all of the course work by that time. Since many families use different schedules, it is possible to complete 180 instructional days in the membership year before completing the grade level. It is perfectly acceptable to file the compliance form if this is the case.

Members who leave the association for any reason must complete the form when they leave regardless of the number of instructional days completed. Families who will not be homeschooling because their students have graduated must still complete the compliance form when they graduate. High school students must be more aware of the May deadline since that is also the time that all courses and grades must be submitted for class ranking calculations. All senior high school students' grades must be submitted by May 15<sup>th</sup> and all other high school students' grades must be submitted by May 31<sup>st</sup>. This is in addition to the Compliance form. Further information is in the high school section under Class Ranking and High School Transcripts. (Handbook pp. 16-18)

We understand that there may be extenuating circumstances that make it impossible for a family to complete the required 180 instructional days by May 31<sup>st</sup>, and in those instances, there is an optional Extension form that may be completed between May 1<sup>st</sup> and May 31<sup>st</sup>. This form notes when the family expects to complete their 180 instructional days. Families are still required to submit the Compliance form noting that they are also submitting the Extension form and then within 3 days of completing 180 instructional days, the member family must file the Compliance form again. If the member counts instructional days after May 31<sup>st</sup> for the current school year, they will NOT be able to count those same days toward the upcoming school year. Attendance days may only be applied to one school year. Because our membership year is a full year, not meeting the May 31<sup>st</sup> deadline is a rare exception and ideally will never happen during the high school years. Members will have to renew and pay the renewal fee by June 30<sup>th</sup> to remain compliant if they have not completed or will not complete the 180 instructional days by June 30<sup>th</sup> even if they do not intend to homeschool for the upcoming school year.

The Department of Education has the right to audit Christian Homeschoolers' Association of South Carolina's records in order to verify association and member compliance. The Compliance form is our proof that each member has fulfilled the requirements of the law; therefore, we must have your completed Compliance forms before we can place your family in good standing, close, or begin a new school year. We will not be able to confirm that families have legally homeschooled if we do not have a completed Compliance Form.

When recording attendance, families cannot count days completed before June 1<sup>st</sup> toward the upcoming academic year even if they have completed the minimum 180 instructional days before May 31<sup>st</sup>. The current school year will simply have more than 180 instructional days or you can stop documenting the additional instructional days. Many families that use a year-round schedule may complete more than 180 instructional days each school year. If your student completes a grade level before the end of the year, it is acceptable to change grade levels at that time or to simply move on to the new curriculum and change grade levels at the beginning of the new school year (June 1). If you change the grade level of a student during the school year, please be sure to send an email notification to [contact@chasc.net](mailto:contact@chasc.net) so we can update our records.

## Withdrawing a Student from CHASC

At times a family may need to withdraw their student from the association for various reasons. For example, they may be placing the student into another program, moving to another state, or the student may be withdrawing to take the GED. If a member family is withdrawing your student(s) from CHASC at any time during the membership year (June 1 – May 31) they must submit the Compliance form and note the reason for withdrawing the student. The last day of homeschooling must also be included on the form so our records are complete. If there is a need for a letter confirming membership or withdrawal, the request should be submitted by using the Membership Letter Request form that can be found on the website, or by sending an email with the request. All necessary details such as last day of homeschooling and student's date of birth should be included on the form or in the emailed request.

## Renewing with CHASC

Families can renew their membership after the Compliance Form or Extension has been filed. If the Renewal is filed after the Extension form but before the Compliance Form is filed, the membership will not be considered current and active for the upcoming membership year until the Compliance Form is also completed.

The renewal process is completed online through the member profile page.

Here are the steps to Renew Your Membership:

1. Log into the website and select "View profile"
2. Click the RENEW button on your profile page, review, and update all of the information on your profile page.
3. Be sure to review all Membership Agreements
4. Enter the discount code if you have one. Discount codes will be on the website and in emails. The military discount code is good any time and can be obtained by emailing [contact@chasc.net](mailto:contact@chasc.net).

Detailed instructions for renewing can be found on our website:

<https://chasc.net/resources/How%20Do%20I%20Renew.pdf>

It is very important that members review and update all of their information including each student's grade level and the contact information when they are renewing their membership. The grade level to use is the one for the upcoming academic year even if you have not yet completed the current school year or grade level.

If applicable, the high school student fee should be added by entering the number of high school students in the appropriate space.

If the renewal process is completed without the Compliance form on file, the membership will be inactive until the form is completed.

In addition, if the high school student forms/grades are not submitted, membership will be suspended and may be terminated if not completed on time. More information is in the High School section of this handbook under the Class Ranking and Student Transcripts. (Handbook pp.15 to end).

## Fees and Discounts

ALL FEES ARE NONREFUNDABLE.

Family Membership Fee	\$25 - For applications received from April 1 <sup>st</sup> through June 15 <sup>th</sup>
	\$30 - For applications received from June 16 <sup>th</sup> through July 31 <sup>st</sup>
	\$40 - For applications received from August 1 <sup>st</sup> through December 31 <sup>st</sup>
	\$50 - For applications received from January 1 <sup>st</sup> through March 31 <sup>st</sup>
High School Student Fee	\$20 per high school student per membership year <sup>^</sup>
Expedite Fee	\$25 – You must call first to be sure that we can expedite your membership
Discounts	Membership rate for families whose oldest child is in Kindergarten the fee is \$15 if the discount code K5 is entered on application
	Membership rate for active or retired military families, including reservists, will be \$20. Email for the discount code.
	Membership rate for overseas missionaries will be \$20. Email for the discount code.
Late Fees	\$10 for any forms or required submission more than 15 days overdue – this includes Compliance, high school course plans, and final grade for high school students
Transcript Fees	\$12 for elementary and middle school transcripts with no high school credits.
	\$15 for middle school transcripts with high school credit

<sup>^</sup>The high school transcript is included in the annual high school student fee. The transcript is emailed to the parents for their records. Parents sign all transcripts.

Discount codes must be entered during the application or renewal process. Codes will be on the website, in newsletters, and can be requested by email.



# Discounts

The \$30 annual membership fee is automatically adjusted to apply a discount for members and applicants who renew or join by June 15<sup>th</sup>.

Families whose only/oldest homeschooled child is in Kindergarten will be charged \$15 for the first year if they enter the code K5 when they apply.

Members of the military can email [contact@chasc.net](mailto:contact@chasc.net) for a discount code. This includes all branches of the military - active, reserves, or retired.

Missionary Families can email [contact@chasc.net](mailto:contact@chasc.net) for a discount code.

Members who join in the month of March for the current school year will pay the full application fee and will be able to use their CHASC member number as a code for discounted renewal if they renew on or before June 1<sup>st</sup>.

If an application or renewal that is submitted is missing the high school or other fees, the fee will be added and invoiced and must be paid for the membership to be active and compliant.

Members who have issues paying fees can email [contact@chasc.net](mailto:contact@chasc.net) to make payment arrangements. The information must be in writing to avoid confusion.

## Lifetime Members

When the association was first established, lifetime memberships were offered. Members who joined in 2003, 2004, and 2005 are lifetime members. Although we continue to honor that agreement, there are no new lifetime memberships because the association could not support itself unless we were to charge a much greater fee for lifetime members. Lifetime members are encouraged to donate to CHASC to help support the association.

All lifetime members must file their Compliance forms between May 1<sup>st</sup> and May 31<sup>st</sup> every year. Lifetime members should be able to complete the required minimum of 180 instructional days by May 31<sup>st</sup>.

In exceptional circumstances, if the family will not be able to complete 180 instructional days by May 31<sup>st</sup>, they may file an Extension form. This should be rare.

Renewals should be completed by June 1<sup>st</sup>; however, there will be a grace period through June 30<sup>th</sup> for lifetime members to file their renewals. Failure to file by June 30<sup>th</sup> will result in the account will being deactivated. There will be a \$10 late fee required to reactivate the account between July 1<sup>st</sup> and September 30<sup>th</sup>. If all required forms are not filed by October 1<sup>st</sup>, lifetime members will lose their lifetime membership status and will be required to apply as a regular member with the associated fees.

Lifetime members must file all high school student course information for class ranking purposes. There are no exceptions.

Lifetime members are required to pay for additional services such as transcripts and diplomas. If they choose to pay the \$15 high school fee through all four years of high school, the transcript and diploma will be included at no additional charge.

# Benefits and Services Provided

As a member of CHASC, you will receive the following benefits:

Third-Option accountability according to Section 59-65-47 and legal establishment of your homeschool

A Handbook that can be read on the website or downloaded from the website – this is that handbook!

A family membership card that can be printed from the Member Profile Page on the website or displayed on your smartphone and used as proof of homeschooling for admission to various programs and for discounts

Letters for DMV, technical schools, and colleges upon request

Letters of verification for DSS, DJJ, IRS, SSA, military, and others upon request

Friendly encouragement and answers to your questions by email or phone during regular business hours. We are committed to replying to all emails and returning all missed calls within 2 business days and encourage members to call or email again if they do not hear from us within that time.

Member Newsletters that provide answers to frequently asked questions, updates on important issues affecting the association and/or homeschool families in SC as well as reminders about filing forms and keeping records (Handbook pp. 15-16)

Optional Text Reminders and Notices members can register to receive (Handbook p. 16)

GPA and Class rank for all degree-seeking high school students (Handbook pp. 19-22)

Free Elementary and Middle School Transcript Templates on the website and upon request

Access to sample forms for recordkeeping on the website and upon request

HSLDA Membership Discount - group number 299798 (Handbook p. 16)

A Graduation Packet that includes the student graduation letter, an unranked transcript, a ranked transcript, and a High School Diploma or Certificate of Completion

Elementary and Middle School Report Card preparation (additional fee)

One free High School Transcript each year and a final ranked and unranked transcript upon graduation (Handbook p.19-20)

Discounted fees for Graduation ceremony (Handbook p 23)

CHASC provides the following services for members and all homeschool families:

Graduation ceremony (additional fee based on the number of families and students who register)

Transcript services – see website for fees

Facebook Page to provide support and encouragement for all homeschoolers -  
<https://www.facebook.com/schomeschool>

Homeschool Teachers' Lounge, Workshops and Open House events open to all families

## Expectations - What CHASC expects of Members

Members are expected to read this handbook and ask questions if they do not understand any points.

Members agree to abide by S.C. state law section 59-6547. (Handbook p. 2)

Parents will provide all curriculum and educational materials. CHASC does not provide curriculum. (Handbook pp. 13)

Members will keep a copy of the teaching parent's diploma, GED or other such documentation with their homeschool records. (Handbook p. 13-14)

Members agree to complete 180 instructional days between June 1<sup>st</sup> and May 31<sup>st</sup> and to file the Compliance Form on or before May 31<sup>st</sup> each and every year they are members. (Handbook p. 5-7)

Members will keep all contact and status information current by sending an email notification of any changes within 3 business days to [contact@chasc.net](mailto:contact@chasc.net). This includes but is not limited to grade level, address, phone number, and email. Members should also update their information on the website under their Member Profile but this will not serve as official notification of changes.

Members will notify CHASC by phone or email immediately if they are contacted by any official in regards to their homeschool, students, or anything that may require input from or the involvement of the association.

Members who opt out of the newsletter emails and updates will be responsible to be aware of updates and changes in policy or procedures. The best way to remain aware of these updates is through the newsletter. (Handbook pp.15 -16)

Members will register for the text reminder service and maintain membership if they wish to take advantage of the service. Information is in the welcome email and on the Member Area page of the website. (Handbook p. 16)

Members will complete the Membership Letter Request Form on the website or they will email a written request for any necessary letters or documents allowing at least 1 week for the letter or document to be completed and emailed to them. There is a link to a Membership Letter Request Form on the website under the Resource page as well as under the Member Forms page on the website. Members will provide all information necessary for the letter or document.

Members will use their membership number (CHASC ID) on all forms, correspondence, and messages.

Members with high school students must read the material in the High School section of this Handbook and comply with the expectations and requirements listed including deadlines for submitting course information. (Handbook pp. 15 to end)

Members must submit high school course plans by August 1<sup>st</sup>. (Handbook p. 19)

Members must submit final numerical grades and any necessary supporting documents for their high school senior on or before May 15<sup>th</sup> for GPA and class rank calculations. (Handbook p. 19)

Members must submit final numerical grades and any necessary supporting documents for their high school students in grades nine through eleven on or before May 31<sup>st</sup> for GPA and class rank calculations. (Handbook pp. 19-20)

Members recognize that communication is primarily through email but may include telephone calls as well. Communication is essential and members will make certain that they are able to receive CHASC emails. Additionally, they will respond to emails and return phone calls in a timely manner. Repeated failure to answer emails or return calls will result in termination of membership.

Members recognize that forms are completed online and they agree that they have a means of completing the required forms because failure to complete the forms will result in late fees and possible termination of membership.

Members are solely responsible for any and all legal fees and attorney(s) should a legal issue arise. Members agree to hold CHASC harmless of any and all legal action(s) understanding that none of the information or opinions on our website, e-mails, or phone conversations should be taken as legal advice. CHASC is a third option homeschool accountability association offering its services to homeschooling families by maintaining a professional relationship with members, school districts, and the South Carolina State Board of Education. Our purpose is to allow our members the least restrictive homeschool environment and to maintain their privacy while ensuring members' legal compliance.

## Important Dates

June 1st to May 31st - our membership year

August 1st - deadline for all parents of high school students to submit their course plans for the year.

September 1st - deadline to submit all honors course paperwork.

December 1st - Deadline for parents of seniors to order diplomas for May 15th graduation. For early graduation, parents must allow at least 4 weeks when ordering the diploma.

Semiannual Progress report due dates will be determined by your school schedule. The reports should be created upon the completion of 90 and 180 instructional days. The reports are to be kept in your files. Members are not required to send the reports to CHASC. The last official date for the 180-day semi-annual report is technically May 31st.

December 10th - official graduation date for students who graduate at the end of the fall semester

April 1st - deadline for parents and student to submit paperwork to CHASC for the Palmetto Fellows Scholarship Early Award application.

April 1st to May 31st - Compliance form must be filed for parents who have homeschooled during the current membership year.

May 15th - deadline to submit all final senior course information for GPA calculations. Email the final grades to [transcripts@chasc.net](mailto:transcripts@chasc.net) with the student's name, grade level, and member number in the subject line.

May 15th - Official graduation date for all CHASC students who graduate in the spring.

May 31st - deadline to send all 9th, 10th, and 11th grade students' course information for GPA calculations. Email the final grades to [transcripts@chasc.net](mailto:transcripts@chasc.net) with the student's name, grade level, and member number in the subject line.

June 5th - deadline for parents and students to submit paperwork to CHASC for the Palmetto Fellows Scholarship Late Award application.

# Curriculum

We are defining curriculum as resources used to educate your child. CHASC does not provide any curriculum or specific advice or curriculum counseling. This is outside of the scope and expertise of the board and director. Parents are responsible for providing all educational materials and keeping all records as required by the law. While we may be able to give information and guidance on some curriculum, no one can be familiar with all programs and materials available. We do not profess to be educational experts. Parents will actually become the “experts” on their own children as they teach and learn with them through the years. We are glad to help facilitate that process as much as possible and support you along your homeschool journey. All advice we give will be based on our own personal experiences and those of others who have shared their experiences with us.

We appreciate that one style does not fit all and that even within the family or through time, students may benefit from different materials and homeschooling styles. The curriculum choices, teaching and learning styles, and other aspects of homeschooling may change over the years. Parents are free to make the choices that best fit their family’s needs and styles.

While parents are free to choose the materials and homeschool style that best fit their teaching style and their children’s learning style(s) they need to keep in mind that, by law, the curriculum must include the subject areas of reading, writing, math, science and social studies in grades K through 6 and in grades 7 through 12, composition, literature, math, science and social studies. This is a minimum requirement. Parents are free to add subjects such as physical education, Bible, creative arts, foreign language, computer science, and so on.

When designing the curriculum, parents can include their student in the process of choosing curriculum and areas of study. When choosing high school curriculum, parents should also bear in mind the requirements of any possible colleges or post-high school training programs that the student may want to attend. It is suggested that as a minimum, the high school curriculum should include the courses required by the SC Department of Education for graduation from high school. This is a minimum requirement; however, and many colleges require more of their applicants than these minimal requirements. Additionally, students change their minds. A young person who is not planning to attend college may have a sudden change of heart, so being prepared with an academically challenging high school program is wise. Please see the high school section for more information related to high school curriculum. (Handbook pp. 17 – 24)

More information about curriculum can be found at <https://www.homeschoolingsc.org/?s=curriculum>

# Homeschool Records

Parents are responsible for keeping all records as required in the law. These include a plan book, journal, or some other record of the activities in which the parent/teacher and student engage; a portfolio with samples of each student's work; and a semi-annual progress report that includes attendance and a progress notes or a report card on all subjects.

The format for these records has not been established in the law. Parents are encouraged to use whatever method of record-keeping that fits their needs and style. The goal of the parent is to keep records that will demonstrate that each student has engaged in learning activities, to show how the student’s work was evaluated and to demonstrate that growth and learning have taken place. Parents may choose to use a traditional teacher planner, one of the many homeschool teacher or student planners, a calendar or day planner, an online format, or anything that fulfills the requirements for recording daily plans and activities. The portfolio may be a binder, banker's box, scrapbook, or an electronic format depending on the work samples to be kept. It is recommended that parents keep, as a minimum, hard copies of records from the current year and

one year previous through the elementary and middle school years, until high school credits are earned. All high school records should be kept indefinitely and can be gifted to the children upon graduation for them to keep since they will be the ones needing the information. In addition to the high school portfolio, the signed official transcripts and a copy of the diploma should be placed in the high school portfolio so the student has those as well. If parents wish to scan and keep information on a disc or jump drive, this option can provide additional storage space for multiple school years' records.

The semi-annual progress report will be done at 90 and 180 days or mid-way through the year and at the end of your school year if you include more than 180 instructional days and you wish to do so. The report includes both the number of days in attendance and a progress report. These can be combined on one report form, but it is advisable to keep a separate attendance record as well. The attendance record can be a part of the teacher plan book or a separate sheet with dates checked off. An attendance sheet form is on the Member Forms page of the website.

CHASC has many examples of forms that can be used and links to a few sites that provide forms on the website. A simple internet search will provide many more options. Feel free to email and request other samples.

One other record that CHASC requires parents to keep is proof of the teaching parent's GED or high school diploma. A transcript or college diploma or another record that shows educational status can be used if the diploma is not available. This should be kept with your homeschool records.

You may want to keep a copy of a letter or email that confirms your membership in our association in your homeschool records. The welcome email and renewal confirmation provide all information needed to confirm membership. Members can also download or print the family ID from their profile page to use as proof of membership. Members may use the request form on the website or send an email to [contact@chasc.net](mailto:contact@chasc.net) to request a general membership letter that states that family membership is current and lists students and grade levels. They may also request a final compliance letter once all forms are filed at the end of the school year.

## Standardized Testing

Because section 59-65-47 does not require standardized testing CHASC has no requirement for members to participate in any testing. There are reasons for testing students as well as for not testing students, so it's up to you to choose what works best for your family. Members are free to choose if testing is in their best interest and, if so, which test will best evaluate or reflect what their students are learning.

There are various means of testing available to homeschool families and some members may opt to use one of these options to evaluate their children's education. However, parents may feel that they know their children's strengths and weaknesses because they work with them daily. Others may feel that it is in the best interest to have a child experience testing so that it will not be a foreign and frightening experience. They may also wish to see how the student's knowledge base compares with other students in the same grade.

Standardized testing can also be used for a student to be accepted into programs such as the Duke University Talent Identification Program (TIP) or SC Junior Scholars program. Some high school honor societies require certain test scores for admission into the group. In addition, the SC Department of Education along with the College Board have announced that there will be unique scholarships available to students who take the PSAT in 11<sup>th</sup> grade. This is in addition to the National Merit Scholarship Award.

Once again, testing is not required and it is the family's decision to test or not test. If you do test your child, however, please remember that no test can cover exactly what you have covered in school so be careful in using the scores to evaluate your program or your child. You may have covered things not covered by the test while things the test covered are going to be covered in your curriculum next year. It is wise to research the various tests and evaluate the benefit for your students.

For students who take the PSAT, SAT, or ACT, our school code or CEEB is 411205. The score reports are not sent to CHASC if this code is not used. There is a general homeschool code. If you use this code instead of the CHASC code, score reports will be sent to the parents and will not be available to CHASC. Please inform CHASC by email if a student has taken a test so we will know to expect score reports.

Learn about the tests and decide on the reasons you have for testing. There may be benefits beyond the scores, like children learning how to take tests in that weird testing situation or you discovering that your child has a problem with skipping problems, or helping a child overcome mild to moderate test anxiety, etc. I have known children who never took a test before and did fine on SAT or ACT and others who needed the experience or felt it was worthwhile to take standardized tests through the school years.

Information about tests (in no particular order) can be found at the following sites:

<https://www.collegeboard.org> provides the PSAT, PSAT/NMSQT, AP, CLEP, and SAT test

<http://www.act.org> provides the pre-ACT and ACT

<https://www.cltxam.com/> provides the Classic Learning Test (CLT), CLT8 and CLT10

## Proof of Membership

A family membership card is available to download and print under the Member Profile when members are logged into the website. Members can also keep copies of their welcome and renewal emails.

Members can request a member letter if they desire one. They can use the Compliance Letter Request form to request a letter for their records, the DMV, DSS, schools, etc. We have found that members may need a different type of letter through the years or the same family may not need a letter at all. For efficiency, letters are sent as needed. When you send your request, please be sure to provide any specific information that must be included in the letter and allow at least one week for the letter to be generated and emailed.

We do issue letters for students to use when they go to the DMV to apply for an ID, permit, or license. The DMV requires that membership letters be dated no more than 90 days before the date of application so be sure to request that letter within that time period to avoid having to make a second trip to the DMV. If necessary, letters can be faxed to the DMV; however, this is done only in rare cases since it would mean that you are at the DMV, they are unhappy with your current letter, I am in the office and able to create and fax a letter, you reach me by phone, and the DMV will provide the fax number. All of these variables do not happen often or in a timely manner. If you want to let us know when you are going to the DMV, we will do our best to be available and we will most definitely pray for you and your student!

All students who graduate from CHASC will receive an official graduation letter for their records. Membership compliance letters are always available to any member or former member family as long as their membership is/was in good standing. This is another reason to be sure that you complete the Compliance Form!

## Newsletter

All CHASC members are registered to receive the association emails/newsletter when they join the association. Members can edit their email subscriptions from their profile page on the CHASC website. Automatic email reminders about renewals and forms should still be sent to all members regardless of their email subscriptions.

It is the responsibility of the member to be sure that their email address is current and to notify CHASC if they are not receiving emails or reminders. The bulk of emails from the association will be updates and

clarifications. Often if the same question is asked several times, an email will be sent to all members clarifying that point. Reminders to file end of year compliance forms and to renew are now sent out automatically a few times in the spring. Some emails are sent to those who do not renew by the June 1 deadline as well. Finally, an email is sent to all members whose membership is allowed to lapse by not renewing on time.

## Text Reminders

CHASC provides a text reminder service through Remind.com for members to receive periodic reminders and updates. The link to register is in the welcome email and in the Member Area of the website.

## Privacy

We assure you that ALL names, addresses, phone numbers and other membership information remain confidential; we do not sell, rent, or share our member mailing list. All Board members sign a statement of confidentiality before serving.

In addition, to protect member information and privacy, CHASC will fax or email copies of membership letters or other records to a third party only upon your written request when all information is provided to us. We will not send any information to schools or programs without your authorization. Because we have no way of confirming your signature on a form from a school, we do require you to contact us directly even if you sign a form that releases the information. Sadly, we have had experiences in the past in which a school official has requested information without authorization or permission. This makes it important for you to contact us if you think we may be contacted by a school or authority for any reason. School authorities routinely contact CHASC to confirm membership of new members who are pulling their students out of the school or to request records for members who are placing students into their school. If we do not have your permission to confirm membership or provide information, we will ask them to inform you that you must contact us.

## SCHEA

The South Carolina Home Educators' Association (SCHEA) is a state-wide support group for all homeschoolers in South Carolina. They primarily monitor legislation for proposed legislation that may affect homeschooling and homeschoolers in South Carolina. They also help provide education about what homeschooling is and isn't to help increase an understanding of homeschooling among the public and SC legislators. In 2013, SCHEA was instrumental in notifying homeschool groups and families about South Carolina Proposed Bill H3478, a law that would have made third option groups illegal and would have required standardized testing of all homeschool students.

Membership is free! We would like to encourage all members to join SCHEA because they represent YOU and all homeschool families in South Carolina. When they speak to legislators, their impact is greater and their input is more respected if they are able to say that they are representing 30,000 member families than if they say they are representing 300 families. We need to stand together and support our state-wide association as they support homeschool families in SC.

Members can find more information and can apply for SCHEA membership on their website, [www.SCHEA.net](http://www.SCHEA.net).

## HSLDA

CHASC is a Home School Legal Defense Association discount group (299798) and CHASC members receive a discount on the annual membership rate. This discount can be obtained when applying for membership or renewal in HSLDA. If you are an HSLDA member, please be sure to provide your HSLDA member number to us so that we can confirm your membership and maintain our status as a discount group.



# High School Essentials

Teaching high school can seem very overwhelming and intimidating. It's not only possible to homeschool through high school successfully, but to also enjoy it and even thrive! A high school workshop is available and will be held through the year when possible. Members who want this workshop to be held in their area are asked to help secure the location and spread the word about it.

One key to success in high school is planning and learning what you need to know before your student enters the high school years. Advance planning may seem difficult because young people often change their minds. It is important that you as the homeschool parent do not "close any doors". With that in mind, we recommend that all students who are able complete the workload, should pursue a college preparatory curriculum as a minimum. This will provide the best education and the most opportunities for your student. It is possible to plan a general college preparatory schedule and adjust it over time as courses, materials, and program are available and as the student expresses their interests. Delight directed learning based on a student's area of interest can not only occur in high school, it can add depth to the curriculum.

You as the parent set the graduation requirements for your high school student. You may set practical life-skill requirements as well as academic requirements if you wish to do so. We recommend that as a bare minimum, the South Carolina requirements for graduation are used. However, it is important to note that the minimum requirements for graduation in South Carolina do not meet the minimum requirements for any SC 4-year college or the SC-sponsored scholarship program. We strongly encourage you to look at the admission requirements of several colleges that your student may consider attending and incorporate those into your high school plan. If your student has no idea or no intention of attending college, choose a variety of schools to see what they require. You may choose a technical college, a State University, and a private university. You can also search online for the graduation requirements of other states as well as admission requirements for other colleges such as Harvard or Yale. Once again, remember, young people change their minds. It is much easier to prepare a student for college from the beginning and not have them attend than it is to have a student change his/her mind and try to apply to college late in the high school years or after graduation when they do not have the required courses.

This is a link to the current *South Carolina Commission on Higher Education College Preparatory Course Prerequisite Requirements For Entering College Freshmen Beginning in Academic Year 2019-20*

[https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Policy%20Program%20Et%20Policies/College\\_Preparatory\\_Course\\_Prerequisite\\_Requirements\\_Fall\\_2019.pdf](https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Policy%20Program%20Et%20Policies/College_Preparatory_Course_Prerequisite_Requirements_Fall_2019.pdf)

You can also search the SC Commission on Higher Education for updated information: <https://www.che.sc.gov>

Students can begin to earn high school credit when they are in seventh and/or eighth grades if they are capable of doing the work in a high school text. These credits will be for core courses such as English, math, science, social sciences, computer science and foreign language. The student must be able to complete the entire high school course using high school texts and materials to receive the credit. If they are capable of doing the work on an honors level, they can earn honors level; however, proper documentation must be provided for the student to receive the credit. If you wish to have your child take high school level classes in 7<sup>th</sup> or 8<sup>th</sup> grade, please be sure to contact our office and discuss your plans. You may simply send an email to let us know. We can help give guidance; but you are the best judge of your child's readiness. Keep in mind that if you do begin to teach a high school level class and your child cannot complete it, you can convert it to a 7<sup>th</sup>- or 8<sup>th</sup>-grade level class and record it as such.

Some parents choose to have their student begin high school at an early age and this is not necessarily a problem, but we encourage you to consider the whole student including physical and emotional maturity. Once

a student is declared a ninth-grade student, they will be expected to graduate in 4 years. A student who takes more than 4 years to complete high school will be excluded from the class rank and will not be able to qualify for some scholarships. It may be better for a student to graduate early than to be placed in high school when they should be in middle school based on their age.

High School does not mean hands off! Most high school students, especially in the early years will continue to need your help and guidance. This is the time to help them practice good study habits, learn or polish note taking skills, become adept at scheduling work and projects, build upon the writing process and hone all those skills that will prove helpful as they continue in their education and in life.

It is recommended that you create a course record or course description for all high school courses. These will be useful if a college asks for more information about a specific course; they have been required for colleges that use the Common Application. They will also be used to support your assigning honors, AP, or dual enrollment level to the course. A complete course description is necessary for students to receive honors weighting for a class and must be submitted to transcripts@chasc.net on or before October 1<sup>st</sup> before the class is taken. There is a sample course description form on the website in the High School Information area under Member Area tab. The course description contains all the important details about the course such as:

- School Name and Address
- Student Name, DOB, Grade
- School Year, Semester(s)
- Course Title
- Materials Used – include all texts and supplemental materials used
- Credit earned and Level of Course (CP, H, AP, DC)
- General Goals and Methodologies – what is covered and how it will be evaluated
- Grade earned – percentile
- Teacher/Administrator Signature

It is important to begin your high school recordkeeping as soon as you begin awarding high school credit to your student. Make sure that you update the records at least once every year and include all important supporting materials that will help reflect the depth of your child's high school education. These records include your journal, diary, or record of activities; portfolio; semiannual progress reports (which should include a transcript and attendance records); and any documents such as an activity resume, reading list, and lists of honors and accomplishments. They can be kept as hard copies in a large binder with page protectors, in another storage system, electronically or by using a combination of methods. Use what works for you. Combining the binder with a disc or jump drive that contains more information will allow more complete record-keeping and most likely more information than you will ever need. At the end of high school, the binder becomes the student's permanent record and you can pass it on to them. They can review the materials included and keep what they may need in the future. Remember, children change their minds and so do adults. Students who were never going to college may find they have an opportunity to pursue a degree in an area they love and they will need at least the transcript and diploma.

CHASC sends a graduation letter to all students who graduate from the association. This is their proof of membership that can be sent to colleges who require proof. To receive the letter, parents must file the Compliance Form at the end of the senior year. The letter will be sent as an attachment in a final email to the family and in the graduation packet mailed out after all transcripts are completed.

# Class Ranking and High School Transcripts

As an added service to our members, CHASC is now calculating a student rank for all degree-seeking students in the ninth, tenth, eleventh, and twelfth grades based on the student's GPA calculated using the South Carolina Uniform Grading Scale. Degree-seeking students include all students who will earn or can potentially earn a high school diploma. There is no opting-out of class rank. Only non-degree students (special needs or those who will not be earning a high school diploma due to exceptionalities) will be excluded from the class rank. Students who plan to withdraw and get their GED are considered degree-seeking students as long as they are enrolled in the association and must submit the course information as required. Because class rank is based on student GPA's, parents of high school students must send course titles and grades to the association on the appropriate form and include final copies of any necessary supporting documents to substantiate the designation of Honors, Advanced Placement, or Dual Enrollment (for example, course descriptions, syllabi, and/or transcripts from issuing school or program). Parents who wish to have a course considered an honors-level course must submit the detailed course description and syllabus to be reviewed on or before September 1<sup>st</sup> before the course is taught to ascertain that the course meets the requirements of the honors-level designation. If they fail to submit the course description for review on or before September 1<sup>st</sup>, the course will not be accepted as honors-level work. If the student is taking a course at a co-op or through another program, the course or curriculum provider should be willing and able to help parents complete the course description and syllabus to provide the required supporting information. However, parents are the ones who are finally responsible for providing the supporting materials and documents. Parents need to refer to the CHASC Honors Policy and Checklist to be sure the paperwork they provide contains all the required information and be prepared to answer questions or provide additional documentation that shows how the course goes above and beyond the already rigorous college preparatory coursework. Do not send links to websites.

To facilitate a smooth ranking process in the spring, course plans must be submitted for all high school students at the beginning of the school year. Links to the forms are on the Member Forms page of the website in the Member Area. The deadline for submission of course plans for all high school students is August 1<sup>st</sup>. This information will be used to create a working copy of the transcript that will be emailed to the parents to check for accuracy. If there are any changes in the course plans, the parents are required to send the updates to transcripts@chasc.net. The parents will email the final course grades to transcripts@chasc.net on or before deadlines.

For the purposes of ranking, all SENIOR student final numerical grades must be submitted on or before May 15<sup>th</sup> of the current school year. Students in ninth through eleventh grade must have their final course grades submitted on or before May 31<sup>st</sup>. Students that are in ninth through twelfth grades who are members of CHASC whose parents do not submit their numerical grades by the deadline will receive an I and will be ranked last. If there is more than one incomplete student, they will be listed alphabetically. Additionally, the family's membership will be placed on probationary status until the final course information is submitted. Renewal cannot be finalized with outstanding course information. No transcript will be created for the student regardless of grade level. If the student is a senior student, there will be no recourse to obtain a ranked transcript and students may not be able to qualify for scholarships even if they have qualified at an earlier grade level. In addition, CHASC will not be able to submit an official signed transcript for that student. Families who fail to send the course information by the deadline set by the association will not be able to renew with the association or will have their membership revoked. There will be no refunds of membership fees paid to the association. The late form fee will have to be paid before the membership can be reactivated if all other criteria for renewing are met.

New member families with high school students must be sure that a current transcript and course plan is provided to the association. There are links to the course plan on the Member Forms page of the website. The deadline for all student course plans is August 1<sup>st</sup>. Families with high school students who join or renew after August 1<sup>st</sup> must submit the course plan within 3 business days of receipt of their welcome email. New families who have been homeschooling their students are required to submit a copy of the current transcript within 3 business days of their welcome email. Those with students in public or private school will receive a letter to

submit to the school and must submit the letter 3 business days of receipt of the letter. Parents must make sure that records are received within 10 business days of receipt of the letter. If school records must be requested by the association the parents must notify the association at transcripts@chasc.net. A record request form will be emailed to the parents and must be completed and returned for CHASC with the school's fax number or email address within 3 business days. All parents will receive a working copy of their student's transcript. If they do not receive one, they must notify the association at transcripts@chasc.net immediately. Failure to provide the transcript and course plan will result in the member family being placed on probation. Failure to correct issues within the time designated by the probation notification will result in the membership being revoked. It is the parent's responsibility to be sure that the information is provided to the association. We will work with any parents who need help, but parents must make their needs known and submit required information in a timely manner so we can provide that assistance.

The ranking report is generated based upon our GPA calculations. Parents may request a personal report indicating their child's rank. We do not routinely disclose class rank on all transcripts because our small class size means rank does not always reflect the student's academic achievement. The class rank is printed on the final official senior transcript and it also available upon request. Ranked transcripts will be signed by the parent as Administrator and the Association Director who is the Designated Signee. Official ranked transcripts will only be sent to colleges by the association. Parents must send a signed copy of the transcript with the request to send the transcript to the college or other entity. The fax, email, or mailing address must be included with the request.

Although parent-generated transcripts are legal and all parents are welcome and encouraged to create their own transcripts, the South Carolina Commission on Higher Education (SC CHE) requires that all students who qualify for the Palmetto Fellows or LIFE scholarships have transcripts that are reviewed and signed by their accountability association representative even if class rank is not used to determine eligibility. For this reason, a transcript will be created for every high school student as long as the required information is provided on or before the designated deadlines and all associated fees are paid. (Seniors by May 15<sup>th</sup> and others by May 31<sup>st</sup>).

There is an additional fee of \$20 per high school student due to the increased time required to provide counseling, class ranking, and transcripts for high school students. During the process, a working copy of the transcripts will be emailed to parents and they are expected to keep a copy with their records. Parents who submit all of the required course information by the deadlines will receive one copy of the student's final transcript each year. These will be issued after all GPA's and ranks have been calculated and checked. Priority will be given to seniors, then juniors, then sophomores, and finally freshmen. No transcript can be issued to students if the course information is not submitted. The \$10 late fee will apply to all late submissions of course plans and final grades.

All parents will receive a working copy of the student's transcript to review and keep for their records. The working copy of a student's transcript is never to be used for any official purposes. The GPAs will not be correct due to outstanding grades. The final official transcript from the previous school year should be used. Parents must request an in-progress transcript if they need one that includes in-progress courses.

If a transcript is needed for a specific purpose or by a specific date, parents must allow at least three weeks for an initial transcript to be generated. They must watch for emails and be sure to review and make any corrections as soon as possible. When requesting a transcript parents must keep in mind the additional time required for mailing the transcripts as faxes, emails, and copies of the final official transcript may not accepted by some colleges and will not be accepted for some scholarships. Any fees associated with express, priority, or overnight mail will be the responsibility of the parent and must be paid in advance. Most of the time, parents can sign and send the final copy of the student's unranked transcript in a sealed envelope.

If a parent creates a high school transcript for their student using their own format, that transcript will not be signed or reviewed by the association representative.

# Class Ranking Policy

CHASC ranks all diploma-seeking high school students in grades 9 through 12 based on their GPA calculated using the South Carolina Uniform Grading Policy.

There is no opting-out of the class rank.

Students who are not degree-seeking due to special needs or exceptionalities will not be ranked.

Students who choose to earn a GED will be included in the class rank until they officially withdraw from the association to take the GED.

Class rank will appear on all final official senior transcripts.

Class rank will be calculated each spring. It will be available upon request after the ranks are finalized.

All courses are assigned a college prep level unless documentation is provided to verify the status of honors or AP level.

To list a course as honors, the parents must provide a syllabus that shows the rigor of the course including content that was added to the college prep course. Parents should consult the CHASC Honors Policy, the Honors Framework, and the Honors Addendum that are available in the high school section of the website.

To list a course as AP, the parent must provide the approval letter from the College Board or provide supporting documentation from the entity that taught the course.

In the case of a tie with identical SCUGP GPAs, student test scores (SAT, ACT, and/or CLT) will be used to determine class rank.

Final ranked transcripts will be signed by one the parent as the administrator of the homeschool and the CHASC Designated Signee as representative of the association.

Parents must meet all deadlines for submitting course information, supporting documentation, and final percentage scores.

If student final grades are not submitted by the deadline, the student will assigned an I for incomplete and will be ranked last.

The deadline for submitting final scores for seniors is May 15<sup>th</sup>.

The deadline for submitting final scores for students in grades 9, 10, and 11 is May 31<sup>st</sup>.

Senior class rank will be finalized on or before May 30<sup>th</sup>. For grades 9, 10, and 11, rank will be finalized no later than June 14<sup>th</sup>. Transcripts and ranks cannot be changed after they are finalized.

# Uniform Grading Policy, GPA, and Determining Course Level

The South Carolina Uniform Grading Policy will be used to determine GPA for the purposes of ranking. The guidelines will be used to establish if the course is College Preparatory (CP), Honors (H), Advanced Placement (AP), or Dual Credit (DC).

All courses will be assigned College Preparatory weight unless documentation is provided to verify the status of Honors, Dual Credit, or AP weighting. This information should be provided prior to teaching the course and no later than September 1<sup>st</sup> of the school year to make sure that the course meets the requirements for the desired weighting.

Keep in mind that college preparatory courses are rigorous and thorough and to assign an honors-level weighting to a course, it must extend and deepen the opportunities provided by courses at the high school level and it must be designed for students exhibiting superior abilities in the particular content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision making, and inductive and deductive reasoning. Textbooks and other course materials must be differentiated and more rigorous than those used in CP courses. However, a course will not be given honors-level weighting just because a curriculum provider says it is an honors-level course or a college textbook is used. The course must clearly demonstrate an increase in difficulty and must meet the criteria in the SC Honors Framework.

<https://ed.sc.gov/state-board/state-board-of-education/policy-legislative-pl/pl-2017/03-mar/pl-04-ugp-appendixa-honorslevelcourseimplguideaccessible.doc-attachb-03-17-pdf>

Below is the CHASC Honors Policy Adapted from the SCDOE Honors Framework:

## I. Course Content

### 1. How has the course content been adapted for advanced learners?

There must be evidence of learning and enrichment opportunities that extend beyond the CP coursework. The honors level curriculum should indicate depth in rigor, complexity, challenges, and creativity.

### 2. Does the honors level curriculum extend personalized student learning and allow for an environment in which students are self-directed and take ownership of their learning?

There must be evidence that the extensions and enrichments are aligned to SC state standards and are appropriate advanced coursework.

### 3. Is there Honors Level Course Content Evidence, including:

Reason for course development; Standards and Objectives; Course Outline and Plan; Student work and any additional information.

## II. Instructional Methods and Materials

### 1. What instructional methods and materials will be used?

Show evidence of appropriate differentiation in instructional practices for advanced learners. Instructional strategies to include but not limited to:

Varied texts and supplemental materials; Technology to enhance instruction; Adaptive digital content; Targeted differentiated small group/individualized instruction; Group investigation; Personalized learning plans; Curriculum compacting; Scaffolded tasks; Independent learning contracts; Higher level questioning and answering; and Student-initiated project design.

Differentiation resulting in complexity beyond the CP level course may include but is not limited to:

Student-initiated research; Student collaboration and engagement; Project-based learning; Seminar methods to include incorporation of writing; Connections to world-class skills, characteristics, and context; and creativity in innovation.

## 2. Honors Level Course Instructional Methods & Materials Evidence:

The rationale for instructional methods and materials; Instructional materials and methods; Sample units, lessons, and assignments; and Student work samples.

### III. Assessment

#### 1. How is the Honors Level Course Assessed?

Show evidence that valid assessments are used throughout the course and are aligned to the honors level curriculum. Pre-assessments along with formative and summative assessments will be used to modify and enhance learning. List methods of assessment and grading rubric.

#### 2. Honors Level Course Assessment Evidence:

Reason for assessment practices; Assessment tools (rubrics and/or scoring guides and formative and summative assessments when applicable); and Student self- and peer-assessments

The CHASC Honors Policy and an Honors Checklist are available on the CHASC website as well. There is also an addendum form that helps outline what was added to the course to make it honors-worthy.

If your student is attending a class through a co-op, online program, or other educational providers, that educational institution or program should provide the information required to establish that it is an honors-level course. If the course provider states that the program is SCAIHS approved for honors-level, he/she should be willing and able to provide the documentation to support that statement because he/she would have had to provide it to SCAIHS.

Dual credit courses are those courses for which the student has been granted permission by his or her home school to earn both Carnegie units and college credit for those particular courses. Dual credit is only given for degree-seeking classes and no credit will be given for orientation or remedial classes. In order to receive dual credit for courses, a transcript or report from the college must be sent to the association as supporting evidence of the grades. If the college does not report grades to the association, the student or parent must request a grade report be sent to the association at least once each year. If percentile grades are not reported, the student can provide a copy of their score reports or a letter signed by the course instructor including the percentile grade. Otherwise, the letter grade will be converted to percentile grades according to the UGP.

AP course credit can only be earned through a course that has been approved and classified as AP by the College Board. AP is a registered trademark of the College Board. A student who takes the AP exam cannot receive AP weighting on their transcript unless he or she takes an approved AP course. Verification of AP status must be provided.

The UGP can be found on the South Carolina Department of Education website. The most current edition will be used and when the policy is updated, this handbook will be updated so please remember to check the most current version of the handbook. An announcement will be sent in the newsletter and posted on the website when the handbook is updated.

This is the current link to the page that provides links to the SC UGP and Honors Framework Implementation Guide, <http://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy>.

If this link does not work please let us know, but you should be able to find the information if you search for Uniform Grading Policy and Honors Level on the SC DOE website <http://ed.sc.gov>.

# What is the CEEB?

This is the number you need when you register for the PSAT, SAT, or ACT, and on some scholarship and college applications. CEEB simply stands for College Entrance Examination Board. Please DO NOT use the CEEB of the school where the student is taking the test or the report will be sent to that school and not to CHASC. If you use a general homeschool code instead of the CHASC code, scores will be sent to you but not to CHASC. We will not be able to confirm scores for scholarship purposes; however, you will be able to have the score sent directly to the college or CHE. The reporting agency may charge a fee for sending those score reports. Some colleges and other agencies may not accept scores reported by CHASC. Most do not accept scores reported on a transcript.

## Official Graduation Date

The Official graduation date is not the date of the ceremony but the last official day of classes for the student. It is the date the student completed their high school requirements. Our deadline for grade submissions and therefore, the last official day of classes is May 15<sup>th</sup> of the senior year.

CHASC has two official graduation dates each year.

Most students will graduate on May 15<sup>th</sup>, the last official day of classes when all grades must be reported to the association.

Students may graduate early. It is important that we are notified of any student's plans to graduate early.

If a student will be graduating after completing three years of high school, they will be listed as seniors and there will be no eleventh grade year on the transcript. Students will be ranked with the graduating class and must have all course plans and final grades submitted by the senior deadlines and not the junior deadlines. They will essentially go from being in the sophomore class to the senior class.

Some students may graduate at the end of the summer or fall of their senior year. Generally, the date of graduation will be their final day of courses and all course information and grades must be submitted by that day. August 10<sup>th</sup> and December 10<sup>th</sup> are the recommended dates of graduation in the summer and fall respectively.

Senior students who graduate at the end of summer or fall term will be removed from the class for the final GPA and class rank calculations. The class rank calculated on or before June 15<sup>th</sup> the previous school year will not be noted on the transcript. The 11<sup>th</sup> grade class rank can be noted on the transcript upon request, however, colleges and other institutions may not accept it as an official class rank depending on their policies.

Students who graduate late - with additional courses beyond the May 15<sup>th</sup> deadline of their senior year - will also be excluded from the class rank calculations and may be disqualified from some scholarships and other programs.

Once again, it is vital to keep us informed of any situations or circumstances that may affect graduation or high school attendance.



# Graduation Ceremony and Diplomas or Certificates of Completion

CHASC offers a graduation celebration each year. All families of students who will be graduation or earning their certificate of completion during the current school year are welcome to attend.

Information will be shared in newsletters and on the website. Parents of high school seniors will have the opportunity to sign up to participate in planning the celebration.

Once the date and location are set, an event page will be created for families to sign up to participate. A deposit will be required.

While there are various possible locations, we do not have one location that we use every year. At times, we have been able to use member churches to host the event. The date of the ceremony will depend on the availability of facilities. The celebration is generally held on a Saturday or Sunday in May or early June.

Parents and students are welcome to help with the planning of this special event and efforts will be made to accommodate as many of the students' wishes as possible.

Families will provide the graduation gown, cap, and tassel. Students can choose the colors they wish. Families will also provide the diploma and diploma cover for the ceremony.

All seniors may choose to order a free diploma or certificate of completion through the website. They will receive one free diploma if it is ordered by December 1<sup>st</sup>. There is a late fee for diplomas ordered after December 1<sup>st</sup>. For students who are graduating before May 15<sup>th</sup>, allow at least 4 weeks for the processing, printing, and mailing of the diploma/certificate.

After the diploma/certificate is ordered, a pdf copy will be emailed to the email address provided on the order form. Parents must review and approve the diploma before we will print it. We are happy to make any changes possible so the diploma/certificate is exactly as you want it. However, once it is printed and mailed, there will be a charge to make changes and mail another diploma/certificate. We encourage you to print a copy of the diploma/certificate that is emailed to you to evaluate it.

The graduation/completion date on the diploma and transcript must match exactly. The official graduation date for the fall is December 10<sup>th</sup> and for the spring is May 15<sup>th</sup>.

The student's full legal name must be used on the diploma/certificate and transcript. They are legal documents.