

Senior Year Documentation Checklist

Every document your homeschool senior needs — from 9th grade through final transcript

FOUNDATION — Start in 8th–9th Grade

- Name your homeschool and use it consistently on ALL documents
- Start a course log: course name, resources, dates, grade earned
- Understand your state's graduation credit requirements
- File required state notices (notification, registration, or umbrella school)
- Create your school profile page (1 page: philosophy, grading scale, curriculum)

ACADEMIC RECORDS — Maintain Throughout 9th–12th

- Keep course records: graded tests, essays, lab reports, project samples
- Write course descriptions at end of each course while details are fresh
- Maintain a lab log for any science course labeled "with Laboratory"
- Request and save official grade records from dual enrollment colleges
- Track extracurriculars, awards, and volunteer hours with dates and roles

JUNIOR YEAR ACTIONS — 11th Grade

- Take PSAT/NMSQT in October (National Merit eligibility + SAT practice)
- Take SAT or ACT for the first time — spring of 11th grade
- Research homeschool applicant requirements at all target colleges
- Build working transcript draft through 11th grade; identify credit gaps early
- Identify recommendation letter writers; build those relationships now

SENIOR YEAR FALL — August through November

- Finalize transcript through 11th grade with all courses, grades, and credits
- Calculate cumulative GPA — unweighted AND weighted (use htt GPA calculator)
- Retake SAT/ACT if needed — August or October test dates
- Request recommendation letters at least 6–8 weeks before earliest deadline
- Complete Early Decision / Early Action applications (Nov 1 or 15)
- Request official dual enrollment transcripts from college registrar
- Write Common App personal statement and all school-specific supplements

SENIOR YEAR WINTER & SPRING — December through May

- Complete Regular Decision applications (most deadlines January 1–February 1)
- File FAFSA — opens October 1; file as early as possible each year
- File CSS Profile if required by private college targets
- Apply for local, state, and national scholarships
- Send mid-year transcript update if required or requested
- Commit to one college by May 1 (National Decision Day)

FINAL GRADUATION DOCUMENTS

- Finalize official transcript with all senior year courses and final grades
- Send final official transcript to the college confirming graduation date
- Issue the homeschool diploma (date on or after graduation day)
- Archive all originals in fireproof storage; scan and back up to cloud + drive
- File any required state completion notice