

DOCUMENTATION OF LEARNING

Why document learning?

The documentation of accomplishments, learning and academic growth provides the Learner with a written record of the learning that has taken place. This written work highlights milestones and accomplishments while allowing a Learner and her family to communicate what is happening or has happened in the educational pursuits of the Learner. Documentation provides an overview of learning, as well as growth and process along the way. Documentation may also be necessary for obtaining credits for a diploma through the VISION HCP program or for transfer to another school.

Documentation provides an avenue for communicating what was learned and how it was learned.

How does the Learner document her learning?

A Learner has many options for recording learning. These may include making a portfolio, keeping a journal, completing workbooks or packaged curriculum or creating a display of some sort. The documents that the VISION HCP puts into the Learner's file include Learning Updates, Learning Plan Reflections and Attendance Records. For Learners desiring to create portfolios, the VISION HCP office has sample portfolios and other information available. Refer to the *Portfolios* information sheet in this section.

A Learner's work is documented in a way that is meaningful to the Learner. The work is summarized, updated, and reflected upon and these are filed in the VISION HCP office.

What needs to be documented?

Some types of documentation are required while others are encouraged. The difference is that the RC files the required documentation in the VISION HCP office. Encouraged documentation is not necessary for the VISION HCP but may be beneficial to the Learner. For more information on any of these documents, please refer to the back of this section where forms and samples can be found.

Required documentation: Attendance Records, Learning Updates, and Learning Plan Reflections.

Encouraged documentation: Learner portfolios or a similar display, journals, transcripts and hourly records (the some of these are required if high school credit and a diploma is desired – see *Graduation Guidelines*.)

What are Learning Updates and Learning Plan Reflections?

Twice a year, the RC is required to oversee the completion of a summary for each item listed on the Learner Schedule. Additional documentation is encouraged but not required for each item. Additional documentation can be placed in the portfolio or in the Learner's home file. However, if the Learner is working on a project or participating in an activity that is difficult to document on paper, it is sufficient for the Learner to simply tell the RC about it. The RC should then reference this conversation on the Update Summary.

Learning Updates document the Learner, parent, Educator (if applicable) and RC input on each subject from the schedule. What was learned in each subject, in what manner they were learned, how learning is felt to be progressing, along with any other observations or comments can all be noted in the Learning Update. Hours and future strategies for improvement in a subject may also be noted. See *Sample Learning Update* and the *Learning Update* form in this section

A Learning Plan Reflection is a revisiting of the Learning Plan, giving consideration to goals, (present or newly-established) and possible strategies. One person or a combination of people may write the Reflection but full consensus of Learner, parent and RC is crucial for future plans and/or changes to the Learning Plan. See *Tips for Writing Learning Plan Reflections* in this section.

A Learning Update is created two times a year when the RC, Learner, parent and Educator update the items on the Learner's Schedule. The Learning Plan Reflection is done at the end of each semester for the purpose of considering the relevancy of the current Learning Plan and whether changes need to be made.

Why do we now create a transcript at the end of the year instead of doing another Learning Update?

For past years, the program requirements have included an update summary due at the end of the year. With the Learner doing a reflection, this has become rather redundant and not very useful. One item that seems more useful to have from year to year is a transcript. Many Learners need a transcript for entrance into college or if they are returning to traditional school. Many families already construct transcripts and have them accessible for the times a transcript is needed. Others do not and they call the VISION HCP office to try and obtain one. The office staff can copy a transcript from a closed Learner notebook file, as we keep them on file, if there is one included. However, the VISION HCP staff will not and cannot construct the transcript itself. Therefore, for the most part, no transcript is available.

Therefore, to provide guidance and encourage Learners to create their transcript each year in order to document their school year in a way that is official and easy to send to inquiring institutions, the requirement for the end of the year paperwork was changed from a Learning Update to a Transcript reflecting their school year.

The transcript is official and requires the signature of a consensus composed of the Learner, Parent or Mentor and Resource Consultant. It can be as traditional or as progressive as the consensus group agrees upon. The transcripts will be kept on file in a cumulative folder, one for each Learner. The transcript will be provided, with permission, to inquiring institutions as the official transcript.

What will the Learner receive as far as documentation for graduation, employers, colleges, or transfers?

Learners will have official transcripts that they have created and their portfolios to present to their graduation committee in addition to other documentation they will prepare for their committee (See *Graduation Guidelines* in the *Curriculum* section). Upon graduation, they will have a Delta County School District Diploma as well to present to potential employers, college admissions officers, or other pertinent people.

How does the Learner keep track of attendance days?

Since the school district needs Learner attendance for each Learner, the VISION HCP provides an attendance calendar to help Learners keep track of learning days. See the *Attendance Records* with their due dates in this section.

The Learner simply circles days learning occurred on the calendar and gives it to the RC to file in the VISION HCP office.

How does the Learner keep track of learning hours?

Each Learner in the VISION HCP has a Learner Schedule that shows how the Learner plans to fulfill the required hours. If there are discrepancies between planned and actual hours, this should be noted on the Learning Update.

The schedule shows how the Learner desires to spend her learning hours. The Learning Update will show actual hours if they are different. The Learner is encouraged to keep additional evidence (datebook, journal, planner, etc) of learning hours.

When are the Learning Plan Reflections, Learning Updates and Attendance Records due in the VISION HCP Office?

Submitting documentation in intervals throughout the year is a way of keeping in touch and sharing ideas and accomplishments with each other. The RC will inform families and Learners of approaching deadlines.

Paperwork for the documentation of learning is due:

- **Mid-first-semester (Learning Update and Attendance Record)**
- **End of first semester (Learning Update, Attendance Record and Learning Plan Reflection)**
- **End of year (Transcript, Attendance Record and Learning Plan Reflection)**

To know the exact dates, refer to the VISION HCP Calendar of Dates and Deadlines.

Should Learners keep a file at home?

It may be helpful for Learners to have certain documentation readily available at home. The collection of documents recommended for this file would include:

- Learner/VISION HCP Contract of Agreements
- Enrollment Form
- Release of Information
- Child Protection Screening Form
- Immunization
- Learner/Parent/RC Agreement
- VISION Entrance Questionnaire
- Basic Skills Assessment Summary
- Learning Plan
- Budget
- Learner Schedule (one for first semester and one for second semester)
- Learning Update (two of the them a year)
- Learning Plan Reflections (two of them a year)
- Attendance Calendars (three of them a year)
- Funding Requests including original receipts
- Learner Balance Sheet
- Learner/Educator Agreement
- Learner Crossover Agreement (if applicable)
- Transcript
- Any additional documentation of learning that is not in the portfolio.