



HOMESCHOOL REPORTS

**A quick start guide to
Homeschool Reports**

This is a quick start guide to help you access all the features and benefits of your Homeschool Reports membership! Follow the steps below to get the most out of your homeschool experience.

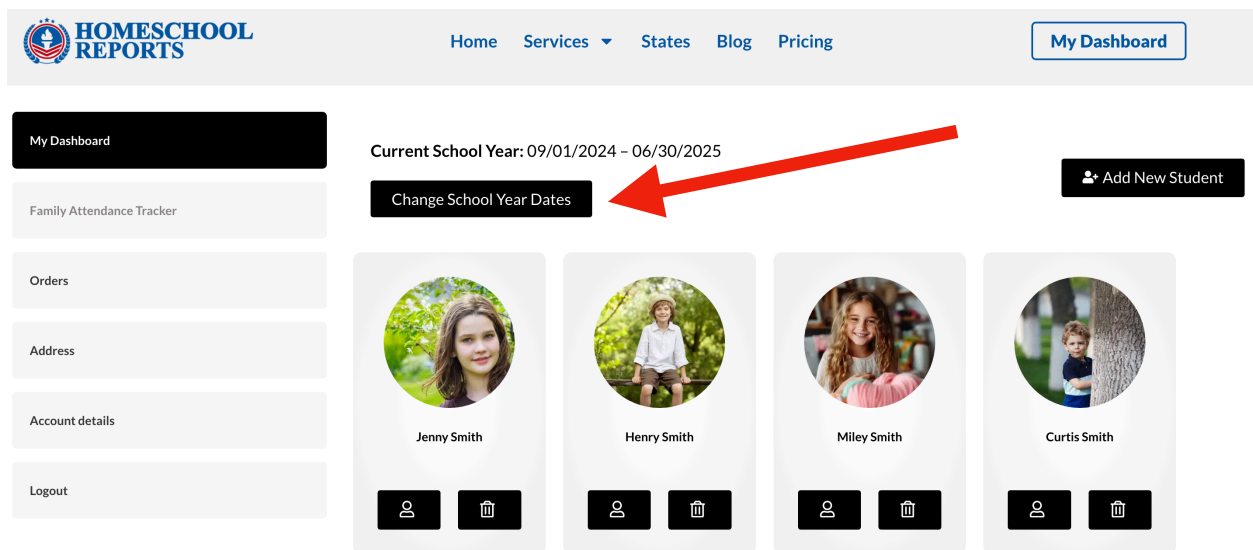
If you don't already have a membership, or you have the Free Membership, and want full access with unlimited students and the ability to print and download reports anytime, [Sign Up Here](#).

Step 1: Login

In order to access all the online tools and reports, it's important that you first login to the website.

Visit [My Dashboard](#) to login with your Email and Password that you created during sign up.

Step 2: Change the Current School Year



The screenshot shows the 'My Dashboard' page for Homeschool Reports. At the top, there is a navigation bar with links for Home, Services, States, Blog, and Pricing, along with a 'My Dashboard' button. The main content area displays the current school year as '09/01/2024 - 06/30/2025'. A prominent red arrow points to a 'Change School Year Dates' button. To the right of this button is an 'Add New Student' button. On the left side, there is a sidebar menu with options like Family Attendance Tracker, Orders, Address, Account details, and Logout. Below the 'Change School Year Dates' button, there are four student profile cards, each featuring a circular profile picture, the student's name (Jenny Smith, Henry Smith, Miley Smith, and Curtis Smith), and a trash icon for deletion.

IMPORTANT: Each year that you start homeschooling, it's important to change the school year start and end dates. This way, all of your newly created reports will reflect the current school year.

A. Visit [My Dashboard](#) and click the **Change School Year Dates** button to set the current school year.

B. Choose a School Start Date and School End Date for the current school year and click Save. *(Be sure to check with your state's board of education for requirements.)*

C. If you need a previous year's Attendance Report, you can access it by changing the School Year Date to the previous year and the report will be available.

Step 3: Add Students

The screenshot shows the Homeschool Reports dashboard. At the top, there is a navigation bar with the logo on the left and links for Home, Services, States, Blog, Pricing, and My Dashboard. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a sidebar with links for My Dashboard, Family Attendance Tracker, Orders, Address, Account details, and Logout. In the center, there is a section for the Current School Year (09/01/2024 - 06/30/2025) and a button to Change School Year Dates. On the right, there is a button to Add New Student, which is highlighted with a red arrow. Below these sections, there are four student profile cards for Jenny Smith, Henry Smith, Miley Smith, and Curtis Smith. Each card features a circular profile picture, the student's name, and two icons (a person and a trash can) for editing and deleting the profile.

Add new student

First and Last Name *

Date of birth *

Profile Image

No file chosen

Before you are able to generate reports, or download and print documents, you first need to add your children. Each child will have their own Profile section with personalized reports.

A. Visit [My Dashboard](#) and click the Add New Student button to add a new student to your Dashboard.

B. For each student, be sure to add their First and Last Name, Date of Birth, and upload a profile image.

Step 4: Explore Your Dashboard

Within your Homeschool Reports Dashboard, you have access to the following benefits:

- A. Dashboard
- B. Declaration of Intent Forms (If you live in the state of Georgia)
- C. Attendance
- D. Family Attendance Tracker
- E. Progress Reports
- F. Report Cards
- G. Transcripts
- H. Certificates
- I. Diplomas

A. Dashboard

Visit your [Dashboard](#) by clicking the Dashboard tab on the left or the My Dashboard button on the top right side of the website.

From here, you can do the following:

- Access the Family Attendance Tracker
- Change School Year Dates
- View or Delete Student Profiles
- Add New Students
- Access Your Account Details, Orders, and Membership

B. Declaration of Intent Forms

If you live in the state of Georgia, you will see a tab within each of your student profiles for Declaration of Intent. As a Georgia Homeschooler, you are required to submit a Declaration of Intent Form every year that you homeschool.

If you have a specific homeschool requirement for your state that is currently not offered by Homeschool Reports, please [email us](#) a request to add your report.

C. Attendance Tracker

Visit [My Dashboard](#), click on a Student Profile, and click on the Attendance tab.

The screenshot shows the Homeschool Reports dashboard for a student named Miley Smith, Age: 8. The dashboard includes a navigation menu with options: Home, Services, States, Blog, Pricing, and My Dashboard. The main content area shows the student's profile and a navigation bar with tabs: Dashboard, Declaration of Intent, Attendance (selected), Progress Reports, Report Cards, Transcripts, Certificates, and Diplomas. Below the tabs, there is a button for "Download Attendance Records" and a summary box showing "Total Attendance: 185 days". At the bottom, there are three calendar views for September 2024, October 2024, and November 2024, each with a "Select All Monday-Friday" and "Clear All" button. The September calendar shows 21 of 30 days, the October calendar shows 23 of 31 days, and the November calendar shows 16 of 30 days.

From the Attendance tab, you can do the following:

Select Individual Attendance Days - Each day that you homeschool, you can individually mark that day on the Attendance calendar. You can do this as you go, weekly, monthly, or yearly. After selecting days, it will automatically save your progress. Simply click the day to select it.

Check Total Attendance - As you progress through the school year, adding days to the student profile Attendance calendar, the Total Attendance will update with your total days of homeschooling so that you can keep track of your progress.

Select All Monday-Friday - This option lets you select all the days Monday-Friday of the Current School Year for this student. You can then deselect any holidays or days that you did not homeschool. We love this feature if you consistently homeschool each day and need to generate a quick attendance report.

Clear All - This option lets you clear all the days of the Current School Year for this student. A warning popup will appear to confirm this action.

Download Attendance Records - Click the Download Attendance Records button to download the attendance report for this student for the Current School Year that you have set in your My Dashboard.

D. Family Attendance Tracker

Visit [My Dashboard](#) and click on the Family Attendance Tracker tab on the left.

The screenshot shows the 'HOMESCHOOL REPORTS' website interface. The top navigation bar includes 'Home', 'Services', 'States', 'Blog', and 'Pr'. On the left, a sidebar menu contains 'My Dashboard', 'Family Attendance Tracker' (highlighted in black), 'Orders', 'Address', 'Account details', and 'Logout'. The main content area features two student profiles: Jenny Smith and Henry Smith, each with a circular profile picture and a 'Download Attendance Records' button. Below the profiles, the 'Current School Year: 09/01/2024 - 06/30/2025' is displayed, along with 'Select All Monday-Friday' and 'Clear All' buttons. At the bottom, two calendar views for 'September 2024' are shown for Jenny Smith and Henry Smith. Jenny's calendar shows 21 of 30 days selected (days 2-30), while Henry's shows 21 of 30 days selected (days 2-30).

September 2024

Jenny Smith

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

21 of 30 days

Henry Smith

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

21 of 30 days

From the Family Attendance Tracker tab, you can do the following:

Update Attendance Records for All Students - The Family Attendance Tracker page shows all your students on one page. Here, you can quickly and easily update the attendance records for all your children. This is a great solution if all your children have the same homeschool schedule.

Select Individual Attendance Days - Each day that you homeschool, you can individually mark that day on the Attendance calendar for each student. You can do this as you go, weekly, monthly, or yearly. After selecting days, it will automatically save your progress.

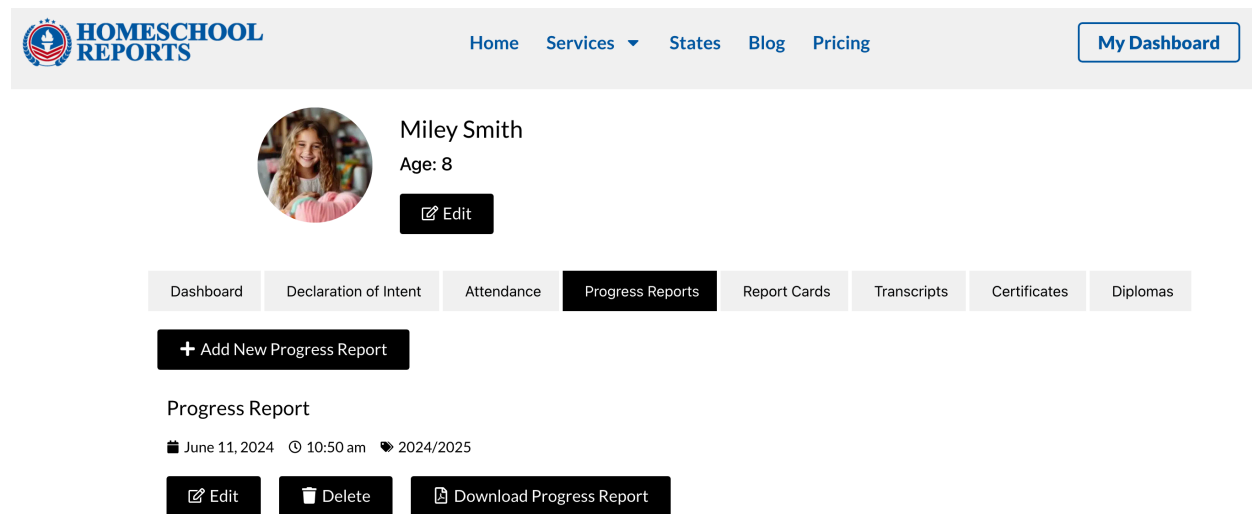
Select All Monday-Friday - This option lets you select all the days Monday-Friday of the Current School Year for **ALL STUDENTS**. You can then deselect any holidays or days that you did not homeschool.

Clear All - This option lets you clear all the days of the Current School Year for **ALL STUDENTS**. A warning popup will appear to confirm this action.

Download Attendance Records - Click the Download Attendance Records button under each student profile to download the attendance report for this student for the Current School Year that you have set in your My Dashboard.

E. Progress Reports

Visit [My Dashboard](#), click on a Student Profile, and click on the Progress Reports tab.



The screenshot shows the user interface of the Homeschool Reports website. At the top, there is a navigation bar with the logo on the left and links for Home, Services, States, Blog, and Pricing. A 'My Dashboard' button is on the right. Below the navigation bar, the user's profile is displayed, including a circular profile picture of a young girl, the name 'Miley Smith', and 'Age: 8'. An 'Edit' button is next to the profile. Below the profile, there is a horizontal menu with tabs for Dashboard, Declaration of Intent, Attendance, Progress Reports (which is highlighted), Report Cards, Transcripts, Certificates, and Diplomas. Under the 'Progress Reports' tab, there is a '+ Add New Progress Report' button. Below that, a progress report is shown with the title 'Progress Report', a date 'June 11, 2024', a time '10:50 am', and a school year '2024/2025'. At the bottom of the report, there are three buttons: 'Edit', 'Delete', and 'Download Progress Report'.

From the Progress Reports tab, you can do the following:

Add New Progress Report - This option lets you quickly create a Progress Report for this student.

Edit Progress Report - This button lets you edit a previously created Progress Report.

Delete Progress Report - This button lets you delete a previously created Progress Report.

Download Progress Report - This button lets you download the Progress Report as a PDF so that you can save it on your computer or print it for your records.

Progress Report Editing Screen

Progress Report Editing

Name: Miley Smith
Age: 8
Homeschool Address:

School Year: 2024/2025

During the 2024/2025 school year, Miley Smith was taught grade level material for 180 days, with at least 4.5 hours per day. Daily instruction for Miley Smith included Math, Science, English & Language Arts, Social Studies, and Reading.

The areas where Miley Smith needs improvement are:

The areas where Miley Smith shows strength and understanding are:

Throughout the school year, Miley Smith experienced many different forms of instruction, including workbooks, worksheets and activity centers, songs and videos, hands-on learning, and extracurricular activities and field trips.

As this school year has come to an end, we believe that Miley Smith is ready to advance to the next grade level. As the home educator, I will work on the areas that need improvement and build upon the strengths of my child so that they grow in their understanding and joy of learning.

Additional Notes:

Progress Report PDF Download

PROGRESS REPORT

Name: Miley Smith
Age: 8
Homeschool Address: 123 Homeschool Way
School Year: 2024/2025

During the 2024/2025 school year, Miley Smith was taught grade level material for 180 days, with at least 4.5 hours per day. Daily instruction for Miley Smith included Math, Science, English & Language Arts, Social Studies, and Reading.

The areas where Miley Smith needs improvement are:
Reading Comprehension, Fractions, and Parts of Speech.

The areas where Miley Smith shows strength and understanding are:
Science, States and Capitals, and Spanish.

Throughout the school year, Miley Smith experienced many different forms of instruction, including workbooks, worksheets and activity centers, songs and videos, hands-on learning, and extracurricular activities and field trips.


As this school year has come to an end, we believe that Miley Smith is ready to advance to the next grade level. As the home educator, I will work on the areas that need improvement and build upon the strengths of my child so that they grow in their understanding and joy of learning.


Additional Notes:
Miley had an amazing school year and she is excited about learning new things next year. She loves trying figure out problems using critical thinking skills.

www.HomeschoolReports.com

F. Report Cards

Visit [My Dashboard](#), click on a Student Profile, and click on the Report Cards tab.

Home Services States Blog PricingMy Dashboard



Miley Smith
Age: 8

Dashboard Declaration of Intent Attendance Progress Reports **Report Cards** Transcripts Certificates Diplomas

Report Card

June 11, 2024 11:07 am 2024/2025

From the Report Cards tab, you can do the following:

Add New Report Card - This option lets you create a new Report Card, intended for your Preschool through 8th Grade student. *(If you need to create a Transcript, just click the Transcripts tab.)*

Edit, Delete, and Download Report Cards - These options let you Edit, Delete, or Download your previously created Report Cards to save them on your computer or print them as a PDF.

Report Card Editing Screen

Report Card PDF Download

HOMESCHOOL REPORTS Home Services States Blog Pricing [My Dashboard](#)

Report Card

Name: Miley Smith
School Year: 2024/2025
Total Attendance: 216 days

Subject	Grade	Action
Reading	B+ (87-89%)	Delete
Math	A (93-96%)	Delete
Language Arts	A- (90-92%)	Delete
Science	C+ (77-79%)	Delete
Social Studies	A+ (97-100%)	Delete
Add New Subject		

Grading Scale
A+ 97-100, A 93-96, A- 90-92, B+ 87-89, B 83-86, B- 80-82, C+ 77-79, C 73-76, C- 70-72, D+ 67-69, D 63-66, D- 60-62, F 0-59.

Additional Notes

Miley loves to read, but is having a hard time answering comprehension questions. She loves solving math facts, but needs to work on fractions and geometry. Language Arts is fairly easy for her, but sometimes needs reminders about the different parts of speech. She absolutely loves science and actually does well with reading comprehension stories that are about science topics. Also, she loves learning about the different aspects of our community, but needs more work with the states and capitals.

[Save](#)

REPORT CARD

Name: Miley Smith
School Year: 2024/2025
Total Attendance: 216 days

GRADING SCALE:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

SUBJECT	GRADE
Reading	B+
Math	A
Language Arts	A-
Science	C+
Social Studies	A+

ADDITIONAL NOTES

Miley loves to read, but is having a hard time answering comprehension questions. She loves solving math facts, but needs to work on fractions and geometry. Language Arts is fairly easy for her, but sometimes needs reminders about the different parts of speech. She absolutely loves science and actually does well with reading comprehension stories that are about science topics. Also, she loves learning about the different aspects of our community, but needs more work with the states and capitals.

www.HomeschoolReports.com

G. Transcripts

Visit [My Dashboard](#), click on a Student Profile, and click on the Transcripts tab.

The screenshot shows the Homeschool Reports dashboard for a student named Miley Smith, age 8. The navigation menu includes Home, Services, States, Blog, Pricing, and My Dashboard. The main navigation bar has tabs for Dashboard, Declaration of Intent, Attendance, Progress Reports, Report Cards, Transcripts (selected), Certificates, and Diplomas. Below the tabs is a button to '+ Add New Official Transcript'. The 'Official Transcript' section shows the date June 11, 2024, at 11:12 am for the school year 2024/2025. Action buttons for Edit, Delete, and Download Official Transcript are visible.

Add New Official Transcript - This option lets you create a new Transcript, intended for your 9th Grade through 12th Grade student.

Edit, Delete, and Download Transcripts - These options let you Edit, Delete, or Download your previously created Transcripts to save them to your computer or print them as a PDF.

Transcript Editing Screen

The screenshot shows the 'Official Transcript' editing screen. It includes student information: Name: Miley Smith, Age: 8, School Year: 2024/2025, Total Attendance: 216 days, Credits Earned: 7, and Cumulative GPA: 3.52. Below this is the 'Grade Report' table with columns for Course Title, Grade, Credits, GPA, and Action. Courses listed include English Literature, Foundations in Writing, Algebra 1, Spanish 1, Biology, Physical Education, and Music Appreciation. An 'Additional notes' section contains a paragraph about Miley's performance. At the bottom, there are 'Test Scores' sections for PSAT, SAT, and ACT, with input fields for scores in various subjects.

Transcript PDF Download

The screenshot shows the 'OFFICIAL TRANSCRIPT' PDF download page. It features the same student information as the editing screen. The 'GRADE REPORT' table is displayed with a decorative background. Below the grade report is the 'ADDITIONAL NOTES' section with the same paragraph. The 'TEST SCORES' section is also present, showing scores for PSAT, SAT, and ACT. The website URL www.HomeschoolReports.com is at the bottom.

H. Certificates & Awards

Visit [My Dashboard](#), click on a Student Profile, and click on the Certificates tab.

The screenshot shows the Homeschool Reports dashboard for a user named Miley Smith, who is 8 years old. The dashboard includes a navigation menu with options like Home, Services, States, Blog, Pricing, and My Dashboard. Below the user profile, there are tabs for various reports: Dashboard, Declaration of Intent, Attendance, Progress Reports, Report Cards, Transcripts, Certificates (selected), and Diplomas. Two buttons are visible: '+ Add New Certificate of Achievement' and '+ Add New Certificate of Completion'. Under the Certificates tab, two certificates are listed: a Certificate of Completion and a Certificate of Achievement, both dated June 11, 2024. Each certificate has options to Edit, Delete, and Download.

From the Certificates tab, you can do the following:

Add New Certificate of Achievement - This option lets you create a certificate award of achievement for your student. Examples may be: Reading 30 Books, 100% Spelling Test, Good Character, etc.

Add New Certificate of Completion - This option lets you create a certificate award of completion for your student. Examples may be: Completing 3rd Grade, Perfect Attendance, 1st Place Science Fair Project, etc.



I. Diplomas

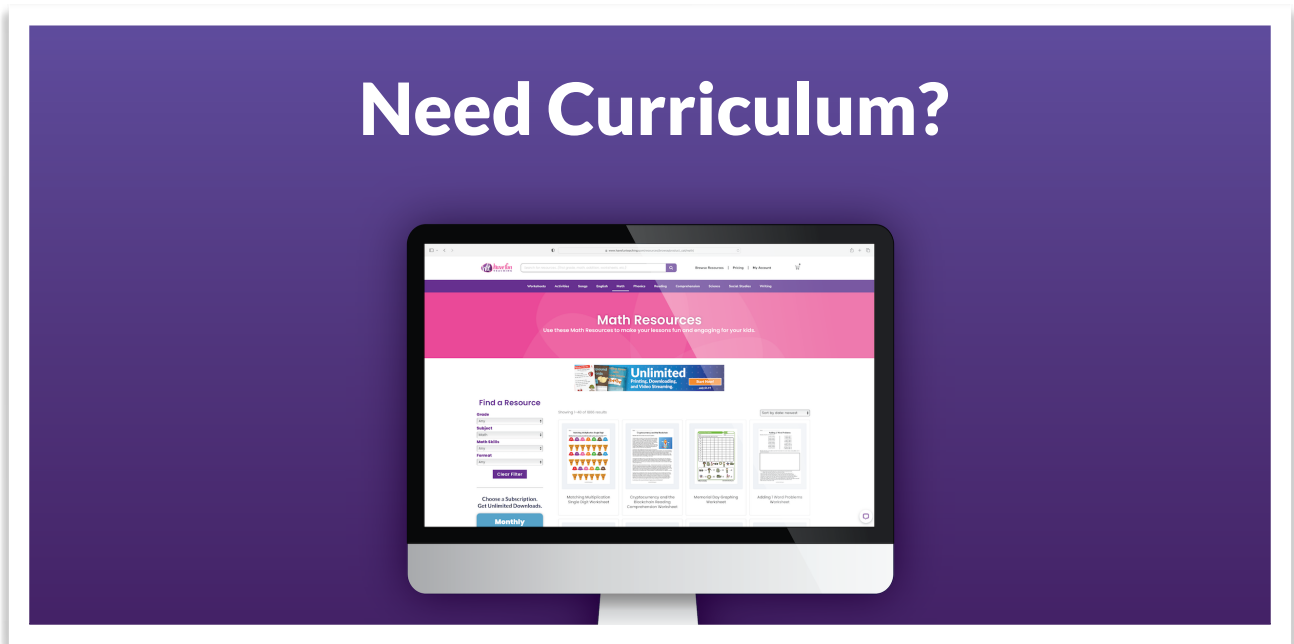
From the Diplomas tab, you can do the following:

Add New Diploma - This option lets you create a High School Diploma for your student. The date printed on the Diploma is the date that you create it. When creating a Diploma, simply enter the name of your homeschool (*for example: Smith Family Academy*). The Signature of Administrator is populated from the First and Last Name that you have set in the Account Details of your My Dashboard.



Step 5: Get Curriculum

Homeschool Reports is an online tool created by the homeschool families who created HaveFunTeaching.com! Have Fun Teaching is an online educational resource company that offers curriculum for Preschool through 5th Grade.



Visit: www.HaveFunTeaching.com

With a [Have Fun Teaching Membership](http://HaveFunTeaching.com), you get instant access to a complete homeschool curriculum for Preschool through 5th Grade!