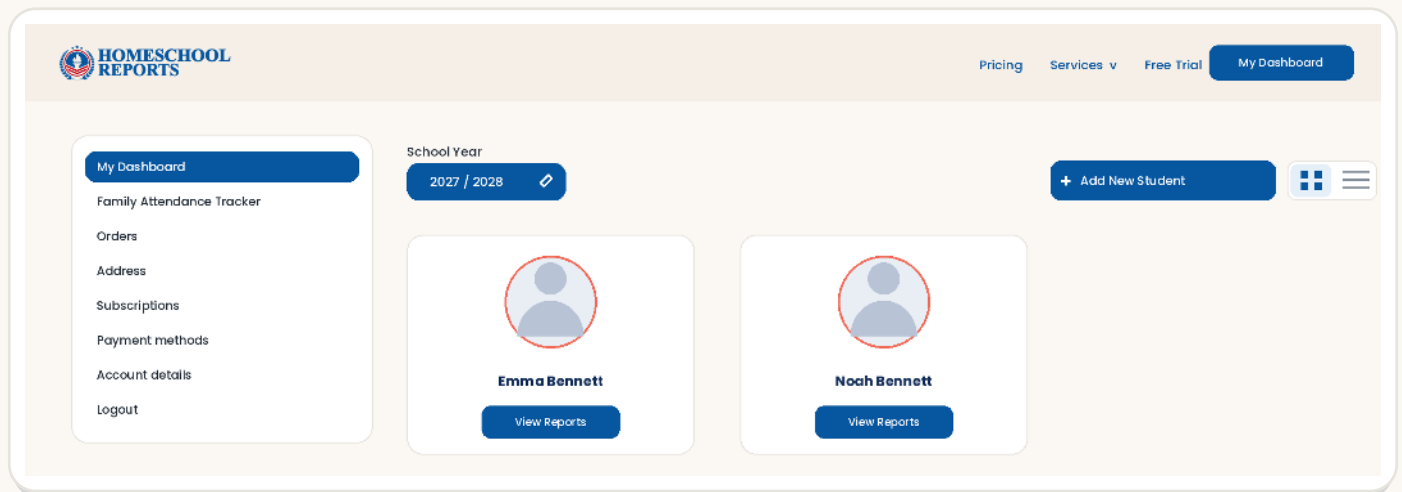


Quick Start Guide

Everything you need to create your homeschool reports.



Your Dashboard — the home base for your students and reports.

WHAT'S INSIDE

Attendance

Family Tracker

Progress Reports

Report Cards

Transcripts

Certificates & Diplomas

Follow the simple steps in this guide to set up your account and create every report you need.

Welcome!

Homeschool Reports gives every child their own profile with attendance, progress reports, report cards, transcripts, certificates, and diplomas — all in one place. Here's how to get started.

1 Log In

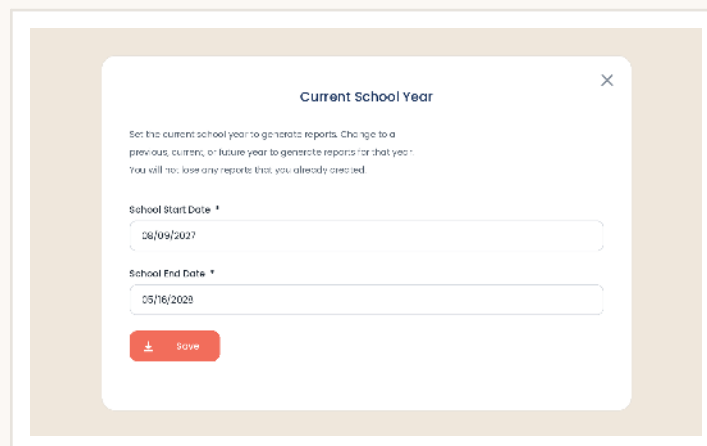
1. Go to homeschoolreports.com and click My Dashboard (top right).
2. Sign in with the email and password you created at sign-up.

2 Set Your School Year

On: My Dashboard

1. Click the School Year button (for example, 2027 / 2028).
2. Choose your School Start Date and School End Date.
3. Click Save.

Tip: Update this at the start of each school year so new reports show the right year. To view a past year's reports, visit the report tab in the student profile and click the dropdown of the School Year needed.

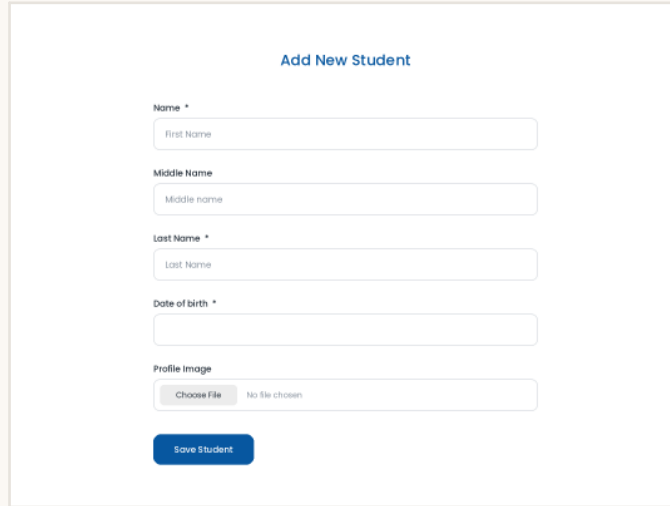


The screenshot shows a modal window titled "Current School Year" with a close button (X) in the top right corner. Inside the modal, there is a brief instruction: "Set the current school year to generate reports. Change to a previous, current, or future year to generate reports for that year. You will not lose any reports that you already created." Below this, there are two date input fields. The first is labeled "School Start Date" and has the value "08/09/2027". The second is labeled "School End Date" and has the value "05/16/2028". At the bottom of the modal is a red button with a white save icon and the text "Save".

3 Add Your Students

On: My Dashboard

1. Click Add New Student.
2. Enter the First Name, Last Name, and Date of Birth (Middle Name is optional).
3. Add a profile image if you like.
4. Click Save. Repeat for each child.



The screenshot shows a web form titled "Add New Student". It contains several input fields: "Name *" with a sub-label "First Name", "Middle Name" with a sub-label "Middle name", "Last Name *" with a sub-label "Last Name", "Date of birth *" with a sub-label "Date of birth", and "Profile image" with a sub-label "Profile image". Below the "Profile image" field is a "Choose File" button and the text "No file chosen". At the bottom of the form is a blue "Save Student" button.

4 Your Dashboard

Your home base. From here you can:

- Open the Family Attendance Tracker
- Change your School Year
- Add students, or click View Reports to open a student's profile
- Manage your Account, Orders, and Subscriptions

Click View Reports on a student to open their profile. All of that child's reports live in the tabs down the left side.

5 Attendance

On: [Student profile](#) › [Attendance](#)

1. Choose Month view or Year view.
2. Click any day to mark it — it saves automatically. Or click Mark Specific Days to fill in all weekdays at once, then unclick any holidays. Use Clear to start over.

Total Attendance: **219 days**

2027 / 2028 ✎

Attendance

Mark the days Emma attended. Saves to the same record as the Family Tracker.

Download Emma's report

1 CHOOSE MONTH OR YEAR

▼ August 2027

Month viewYear view

2 MARK ATTENDANCE

✓ Mark Specific Days

Clear Applies to the entire school year (Aug 2027 – May 2028)

Emma Bennett

219 days marked

Aug 27

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	31				

Sep 27

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		

Oct 27

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
31						

On: [My Dashboard](#) › [Family Attendance Tracker](#)

1. Under Choose Students, pick All students or specific children.
2. Choose Month view or Year view.
3. Mark days, or click Mark Specific Days to fill in all weekdays for everyone. Use Clear to reset.
4. Click Download reports to save each child's attendance PDF.



Family Attendance Tracker

Log school days for any of your children -- one at a time or all at once.

Download 2 reports

1 CHOOSE STUDENTS

+ All students



2 CHOOSE MONTH OR YEAR

August 2027

Month view

Year view

3 MARK ATTENDANCE

✓ Mark Specific Days

Clear

Applies to the entire school year

2027 / 2028



Emma Bennett

219 days marked



Noah Bennett

219 days marked



7

Creating Reports

On: Student profile

Progress Reports, Report Cards, Transcripts, Certificates, and Diplomas all work the same way:

1. Open the student's profile and click the tab you need on the left (for example, Report Cards).
2. Click Add New... and fill in the details.
3. Click Save. Add rows with Add New Subject where needed.
4. Saved reports are grouped by school year. Use Edit, Delete, or Download any time.

Report Card

Name: Emma Bennett
School Year: 2027/2028
Homeschool Name: Bright Beginnings Academy
Total Attendance: 208 days

Subject	Grade	Action
Reading	A- (90-92%)	Delete
Mathematics	B+ (87-89%)	Delete
Science	E (Excellent)	Delete
Subject	Select grade	Delete

Add New Subject

Filling in a report — add subjects and grades, then Save.


Pricing Services v Free Trial My Dashboard



Emma Bennett

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

+ Add New Report Card

2027/2028

Report Card

Saved: July 1, 2028 8:26 pm

Edit
Delete
Download Report Card

Saved reports, grouped by school year, with Edit / Delete / Download.

Which report should I use?

Progress Reports	Quick progress updates at any point in the year.
Report Cards	Grades for Preschool through 8th grade.
Transcripts	The official high school record for 9th–12th grade.
Certificates	Awards of Achievement or Completion.
Diplomas	A High School Diploma. Enter your homeschool name; the signature comes from your Account Details.

That's everything you need to get started. You can create, edit, and download reports any time from each student's profile. Questions? Email us at info@homeschoolreports.com.