Yearly Records Checklist

School year: 20____ – 20____ Records kept at: _____

Every year

☐ File the Private School Affidavit between October 1 and 15 (or when you open, if you start mid-year)

☐ Save a copy of the filed affidavit

☐ Start a new attendance log

☐ Update the course of study list for each grade

☐ Update faculty qualifications

Keep on file

☐ Attendance records

☐ Courses of study offered

☐ Faculty names, addresses and qualifications

☐ Criminal record summary information, if it applies to your school

☐ Immunization records or applicable documentation

☐ 1st-grade health exam form or waiver (if a child entered 1st grade)

Good to keep (optional)

☐ Work samples or a portfolio for each child

☐ Report cards or progress notes

☐ Test results or assessments

☐ Reading lists and field trip notes

☐ Transcripts and course descriptions for high school

If a child transfers to another school

☐ Be ready to send records the new school requests (for example, attendance and progress records)

Notes

Please note: This is a general organizing tool, not legal advice. Laws and CDE procedures can change. Check the California Department of Education's private school pages (cde.ca.gov/sp/ps) or a qualified advisor for your situation.

General information only, not legal advice. Always check the current rules at cde.ca.gov/sp/ps/affidavit.asp.