

School Year \_\_\_\_\_ Grade \_\_\_\_\_ Enrollment Date \_\_\_\_\_ Ending Date \_\_\_\_\_

**MASTER RECORD SHEET**  
**DADEVILLE CHRISTIAN ACADEMY**  
 P.O. BOX 677 Dadeville, AL 36853

**Student Name** \_\_\_\_\_ **Academic Advisor** \_\_\_\_\_

Subject	Test Scores						First Term Avg.	Test Scores						Second Term Avg.	Final Grade
	1	2	3	4	5	6		7	8	9	10	11	12		
MATH	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
ENGLISH	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
WORD BUILDING	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
LITERATURE AND CREATIVE WRITING	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
SCIENCE	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
SCIENCE LABS	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
SOCIAL STUDIES	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
BIBLE	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		
	#	#	#	#	#	#		#	#	#	#	#	#		
	%	%	%	%	%	%		%	%	%	%	%	%		

P.E. Card  Total Hours for P.E.

**ATTENDANCE RECORD**

	WEEK #1					WEEK #2					WEEK #3					WEEK #4					WEEK #5					WEEK #6					WEEK #7					WEEK #8					WEEK #9														
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
1st Quarter																																																							
2nd Quarter																																																							
3rd Quarter																																																							
4th Quarter																																																							

**Code: C = Curriculum Studies S = Special Studies F = Field Trip I = Illness H = Holiday**

I certify that all PACE Tests were scored by me and that the above information is accurate to the best of my knowledge.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check here if your address has changed. Write new address on back of form.

## INSTRUCTIONS FOR USING THE MASTER RECORD SHEET

The Master Record Sheet is your most important document for record keeping. Individual student grades and attendance records are entered on the form to create a permanent history of activity.

Student Name _____							Academic Advisor _____								
Subject	Test Scores						First Term Avg.	Test Scores						Second Term Avg.	Final Grade
	1	2	3	4	5	6		7	8	9	10	11	12		
MATH	# 49 100 %	# 50 100 %	# 51 98 %	# 52 94 %	# 53 100 %	# 54 100 %	98.7	# 55 96 %	# 56 100 %	# 57 100 %	# 58 98 %	# 59 98 %	# 60 100 %	98.7	98.7
ENGLISH	# _____ %	# _____ %	# _____ %	# _____ %	# _____ %	# _____ %		# _____ %	# _____ %	# _____ %	# _____ %	# _____ %			

### Entering Grades

Each box on the Master Record Sheet is divided into two sections. Enter the PACE number in the area above the dotted line behind the # symbol. Enter the student's test grade in the bottom of the box under the dotted line in front of the % sign. (For test grades below 80%, please do not write the test score in the box; call your Academic Advisor.) After the first semester, average the first six grades in each subject to determine percentages. To calculate the second semester grades, average the remaining grades in each subject. Determine the final grade by averaging all test scores completed during the year.

### Attendance Record

On a daily basis, enter school attendance on the Attendance Record located in the lower section of the Master Record Sheet. Please use the letter codes designated on the form. Children above the fourth level should keep their own daily school diary to strengthen their ability to communicate in writing their thoughts and observations. Also, each homeschool should maintain a separate diary including academic observations, field trips, and other special events.