

What is the purpose of the work journal?

The work journal is an official and legal document required by independent study laws and attendance auditors to assign “time value” to student learning. It communicates the standards students are learning, the assignments accomplished during homeschool, academic classes provided by Da Vinci Connect and work samples submitted for the learning period. Specific information like student, parent and teacher names and signatures as well as the date the work culminated must be present in order for attendance to be granted. Your supervising teacher will also use work journals as an opportunity to provide feedback to you as parent educators.

What should I write in the “things we do everyday” box in the work journal?

This is the space where you can write the routine, systematic academic skills you practice with your student on a daily basis. If you were to find yourself writing the same thing in every space for everyday, it’s likely that it would be a good fit for this box :)

Some examples of what might fit in this box include (NOT specific to any particular grade level, or indicative of ALL that could be recorded here):

- cgi math word problem of the day*
- read independently for 30 min.*
- journal writing*
- sight word practice*
- spelling/phonics/grammar lessons*
- ST Math for 20 min.*
- Engage NY math lesson*

What should I write in each daily box of the work journal?

This is the space where you can either get more specific about what you did in the “everyday” box above, or you can elaborate on additional learning that you provided for your child (projects, writing assignments, field trips, experiments, tutors/learning co ops, etc.). It can be anything you want to highlight about your homeschool day!

Some examples of what might fit in these boxes include (NOT specific to any particular grade level, or indicative of ALL that could be recorded here):

- Today we gathered resources from the library for our city planning project while learning about primary and secondary sources. We also went to Toon’s Tutoring center for fractions. Kaitlin worked on the second draft of her All About Me book.*

-Engage NY lesson 2.3.1 on multiplication, read Ch. 2-5 of Charlotte's Web and created a character analysis for Charlotte and Wilbur. Practiced sight words 100-200 and focused on spelling CCVCC words. Grammar lesson on subject and predicate.

-We went on a field trip to Tanaka Farms to learn more about the life cycle of strawberries.

What do I write in the work journal for the days my child is on campus for their cohort day?

"DV Connect Day," "On campus day," "At school day," etc. are all acceptable options!

What if my child is sick one day? How should I reflect that in the work journal?

If your child is so sick that they cannot engage in any educational activity, please feel free to write "sick" and allow them to recover without worry. However, if they are able to read/be read to, listen to a podcast or watch a documentary, etc. (even for a few minutes) please do record those activities so your child can receive attendance credit for those days.

Can we go on field trips? How should we record a field trip day in the work journal?

YES! Field trips are one of the greatest benefits of homeschooling! We love to see your children learning out in the world! Please write a little more detail other than "field trip" so your supervising teacher can get a big picture idea of your experience. When recording a field trip day on your work journal, it might look something like this:

We went on a field trip to Tanaka Farms to learn more about the life cycle of strawberries.

How should we choose and prepare work samples?

Work samples will not be returned to students after submission, as they must legally remain stored on campus for audit purposes. *Please make sure each work sample is dated and includes your student's name!* Work samples should be original work (no photocopies) created by the student and fit in a folder inside a filing cabinet. If a work sample is larger than 8 ½ x11, is representative of a larger-scale activity/project/product, or a sample that your child would like to submit but is attached to keeping with him/her, a photo of the sample may be submitted. Any photo submitted must include an annotated description of the learning. Please do not submit screenshots of completed "quizzes", "levels", or "games" online that does not show academic learning. All work samples should visibly represent academic work as listed in the learning goals (either chosen by teacher or by parent educator).

Should I expect feedback from my teacher on my work journal/student samples?

Yes! Our teachers spend many careful hours reviewing work journals. You should expect to receive feedback as a parent educator and it may come in the form of a written response, in-person meeting or phone conversation. *If you/your child would like to receive specific academic feedback on a piece of work (either final product or in progress), please reach out to your teacher outside of the work journal process.* Remember that work samples will remain with the teacher and will not be returned to students.

If my child has an IEP and receives academic service minutes, can I write “Learning Center” in his/her work journal?

Yes! You may write something like “learning center for writing support” in the work journal. Please do not only record “learning center.” While it is acceptable to record time spent in learning center in the work journal, work samples submitted should be produced from homeschool work (outside of learning center time), unless otherwise explicitly stated by your child’s special education case manager.

Can I include religious materials/study in my student’s work journal?

We cannot collect attendance credit for any religious materials used as independent study assignments, nor can we accept religiously affiliated work samples. Religious studies may be part of your homeschooling IN ADDITION to the learning you’re doing to meet the standards as listed in your work journal, but cannot be counted for attendance credit.

See the [Independent Study FAQ on the CDE website](#) for more detailed information