

Record Keeping Template

MJK Educators | Legal Guides: Homeschooling in Kenya

Ready-to-use forms to document your child's learning. Print as many copies as you need, or recreate them in a spreadsheet.

1.1 Why Records Matter

- Show that your child is receiving a real education
- Help you plan
- Make it easy to re-enter school or register for exams
- Protect your family if your choice is questioned

1.2 What to Keep and For How Long

Record	Keep for
Student profile and learning plan	Every year, permanently
Attendance or learning-days log	At least 5 years
Weekly work logs	At least 3 years
Assessment results and report cards	Permanently
Portfolio samples (3 to 5 per subject per term)	At least 5 years
Transcript (secondary)	Permanently
Health and immunisation records	Permanently
Correspondence with authorities and schools	Permanently

These are suggested periods, not legal requirements.

Template A: Student Profile

Field	Details
Child's full name	
Date of birth	
Birth certificate number	
UPI (if any)	
Parent or guardian name(s)	
Contact phone and email	
Home address and county	
Date homeschooling began	
Previous school and last class completed	
Current grade or level	

Template B: Annual Learning Plan

Child: _____ Year: _____ Grade or level: _____

Field	Details
Curriculum used	
Learning needs or accommodations	
Emergency contact	

Subject	Goals for the year	Main resources	Hours per week	How progress is checked
English				
Kiswahili				
Mathematics				
Science and technology				
Social studies				
Religious or values education				
Creative arts				
Physical education and health				
Other				

Term dates: Term 1: _____ Term 2: _____ Term 3: _____

Co-curricular and social activities planned: _____

Template C: Attendance or Learning-Days Log

Mark each day of learning. Note field trips and learning that happens outside the home. Many families follow the national school calendar of three terms, but you may choose a different schedule. Be consistent and record it.

Date	Learning day? (Y/N)	Hours	Main activities	Parent initials

Term total: _____ days / _____ hours

Template D: Weekly Work Log

Week of: _____

Day	Subject	What we covered	Resources used	Notes or concerns
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Sample entry: Tuesday | Mathematics | Fractions: adding unlike denominators, pages 45 to 47, 10 practice problems | Textbook and fraction strips | Needs more practice with common denominators

Template E: Subject Progress Record

Subject: _____ Term: _____

Skill or topic	Date started	Date mastered	Evidence (test, project, work sample)	Next step

Template F: Reading Log

Date	Title and author	Pages or chapters	Language	Summary or reflection

Template G: Assessment Record

Date	Subject	Type (test, project, oral, practical)	Score or comment	Parent notes

Suggested grading bands (adapt as you wish):

- 80–100: Exceeding expectations
- 60–79: Meeting expectations
- 40–59: Approaching expectations
- Below 40: Needs support

Template H: Portfolio Index

For each term, keep 3 to 5 dated samples per subject, such as written work, art, photos of projects, and science experiment write-ups.

Item no.	Date	Subject	Description	File or folder location

Template I: Co-Curricular and Field Trip Record

Date	Activity or place	Learning connection	Hours	Notes

Template J: Health and Welfare Record

Item	Date	Details or provider	Next due
Immunisations			
Medical check-up			
Dental check-up			
Eye test			
Health cover (SHA or private)			
Membership number			

Template K: Termly Report Card

Child: _____ Term: _____ Year: _____

Subject	Grade or comment	Strengths	Areas to improve
English			
Kiswahili			
Mathematics			
Science and technology			
Social studies			
Religious or values education			
Creative arts			
Physical education			

Attendance: _____ days

Teacher's overall comment: _____

Signed: _____ (Parent or teacher) Date: _____

Template L: Annual Summary

- Child's name and level completed:
- Total learning days:
- Subjects and resources covered:
- Major projects and achievements:
- Assessment results:
- Co-curricular activities:
- Goals for next year:
- Parent signature and date:

Template M: Secondary Transcript

Year	Subject	Course or curriculum	Hours	Final grade	Notes

Year	Subject	Course or curriculum	Hours	Final grade	Notes

Add the exam registration details (candidate number, centre, exam body, dates) and results when applicable.

Template N: Correspondence Log

Date	Person and office	Mode (letter, email, call, visit)	Summary	Follow-up needed

1.3 Storage and Privacy Tips

- Keep one physical binder per child and a matching digital folder.
- Scan important certificates and back them up in two places.
- Protect devices and cloud accounts with strong passwords.
- Share only what is necessary and keep a note of who received copies.

This template is offered for general use. Adapt it to your child's needs and your family's circumstances. Retention periods are suggestions, not legal requirements.