

School Year _____ Grade _____ Enrollment Date _____ Ending Date _____

**LIGHTHOUSE CHRISTIAN ACADEMY
MASTER RECORD SHEET**

Account Name _____ Account Number _____

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.

I understand that all Test scores will be verified by LCA, who reserves the right to adjust scores when necessary.

Parent Signature _____ Date _____
1st Semester (Send pink copy with Tests to LCA.)

Parent Signature _____ Date _____
2nd Semester (Send yellow copy with Tests to LCA.)

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. The top copy serves as the homeschool record. The other copies are sent to Lighthouse Christian Academy (LCA) as outlined below.

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	# 50	# 51	# 52	# 53	# 54	98.7	# 55	# 56	# 57	# 58	# 59	# 60	98.7	98.7
		100 %	100 %	98 %	94 %	100 %	100 %		96 %	100 %	100 %	98 %	98 %	100 %		
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.

Sending Reports to Lighthouse Christian Academy

When the student completes six PACEs in all subjects, the first semester (normally 18 weeks) is finished. Send all graded tests and the pink copy of the Master Record Sheet to LCA. After the second semester, send the remaining graded tests and the yellow copy of the Master Record Sheet to LCA. Be certain to keep the original Master Record Sheet for your permanent records. It is very important that all information be accurate and complete. After verifying the test grades, LCA transfers this information to the official school transcript. If additional Master Record Sheets are required, request them from LCA.

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. This diary is for your records only and is not to be submitted to LCA.

Lighthouse Christian Academy

DIVISION OF ACCELERATED CHRISTIAN EDUCATION MINISTRIES

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