

## We Make Homeschooling Easy!

# A quick start guide to Georgia Homeschooling



This is a quick start guide to help you access all the features and benefits of your Georgia Homeschooling membership! Follow the steps below to get the most out of your homeschool experience. If you don't already have a membership, <u>Sign Up Here</u>.

## Step 1: Login

In order to access all the online tools and reports, it's important that you first login to the website.

Visit My Dashboard to login with your Email and Password that you created during sign up.

## Step 2: Change the Current School Year



Each year that you start homeschooling, it's important to take this action. You can always change the school year dates to previous years to generate old reports and view attendance data.

A. Visit <u>My Dashboard</u> and click the Change School Year Dates button to set the current school year.

B. Choose a School Start Date and School End Date for the current school year and click Save. Keep in mind that you need at least 180 days of school. Typically, a school year goes from August/September through May/June, but this is totally up to you.

C. Note: Before changing to the next school year, we recommend that you first generate any Attendance Records and Reports for the current school year. You can always go back, but it's just easier to do generate reports before switching to the next school year.

## **Step 3: Add Students**



#### Add new student

First and Last Name *	_
Name	
Date of birth *	_
mm/dd/yyyy	
Profile Image Choose File No file chosen	
ම Save	

Before you are able to generate reports, or download and print documents, you first need to add your children.

A. Visit <u>My Dashboard</u> and click the Add New Student button to add a new student to your Dashboard.

B. For each student, be sure to add their First and Last Name, Date of Birth, and upload a profile image.

## **Step 4: Submit Your Declaration of Intent**



Georgia law requires parents or guardians who teach their children at home to submit to the Georgia Department of Education (GADOE) an annual Declaration of Intent form. A Declaration of Intent must be submitted to the Georgia Department of Education within 30 days after establishment of a home study program and by September 1 annually thereafter.

A. Visit <u>My Dashboard</u> and click the Declaration of Intent tab on the left side of the screen.

B. Choose one of the following options:

Click the Submit New Declaration of Intent Form button to submit online. Click the Download the Form Here link to print form and submit via Fax/Mail.

C. Once you click either option, your Georgia Homeschooling Declaration of Intent page will refresh and show you the Date and Time that you submitted the form.

**IMPORTANT:** The date and time you submitted the form that shows on your Declaration of Intent page is just for record keeping and does not mean that the form has been officially submitted to the Georgia DOE. **YOU ARE RESPONSIBLE** for submitting the Declaration of Intent form either Online or by Fax/Mail.

D. If you choose to submit online, you will be redirected to the Georgia DOE page where you can complete the form for all your children and submit the form online. We will send you a reminder email to do this each year after you change your school year dates to the next school year.

If you choose to submit via Fax/Mail, you must complete the paper form and either Fax or Mail it to the address on the form.

### Step 5: Explore Your Dashboard

Within your Georgia Homeschooling Dashboard, you have access to the following benefits:

- A. Attendance Tracker
- B. Family Attendance Tracker
- C. Declaration of Intent Forms
- D. Progress Reports
- E. Report Cards & Transcripts
- F. Certificates, Awards, and Diplomas

#### A. Attendance Tracker

Visit My Dashboard, click on a Student Profile, and click on the Attendance tab.

GEORGIA HOMESCHOOLING	Home Services <del>-</del> Bl	og Pricing		My Dashboard
A CONTRACT OF A CONTRACT.	Evalyn Edwards Age: 10			
Dashboard Atten	dance Declaration of Intent	Progress Reports	Report Cards & Transcripts	Certificates & Awards
Download Attenda Select All Monday	nce Records r-Friday		Total Atte	endance: 34 days
August 2023	Septeml	per 2023	October 2023	
SMTWTF 10 (1	= S S M	T W T F S 1 2 5 6 7 8 9	S M T W 1 2 3 4 8 9 10 11 1	T F S 6 7 2 13 14
	3     13     10     11       5     26     17     18       22     25	12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	15 (6 (7 (8 ( 22 23 24 25 2 29 30 3)	9 20 21 6 27 28

From here, you can do the following:

**Download Attendance Records** - Click the Download Attendance Records button to download the attendance report for this student for the Current School Year that you have set in your My Dashboard.

**Select Individual Attendance Days** - Each day that you homeschool 4.5 hours, you can individually mark that day on the Attendance calendar. You can do this as you go, weekly, monthly, or yearly. After selecting days, it will automatically save your progress.

**Check Total Attendance** - As you progress through the school year, adding days to the student profile Attendance calendar, the Total Attendance will update with your total days of homeschooling so that you can keep track of your progress to 180 days.

**Select All Monday-Friday** - This option lets you select all the days Monday-Friday of the Current School Year for this student. You can then deselect any holidays or days that you did not homeschool.

**Clear All** - This option lets you clear all the days of the Current School Year for this student. A warning popup will appear to confirm this action.

#### **B.** Family Attendance Tracker

Visit My Dashboard and click on the Family Attendance Tracker tab on the left.



From here, you can do the following:

**Update Attendance Records for All Children** - The Family Attendance Tracker page shows all your students on one page. Here, you can quickly and easily update the attendance records of all your children. This is a great solution if all your children have the same homeschool schedule.

**Download Attendance Records** - Click the Download Attendance Records button under each student profile to download the attendance report for this student for the Current School Year that you have set in your My Dashboard.

**Select Individual Attendance Days** - Each day that you homeschool 4.5 hours, you can individually mark that day on the Attendance calendar for each student. You can do this as you go, weekly, monthly, or yearly. After selecting days, it will automatically save your progress.

**Select All Monday-Friday** - This option lets you select all the days Monday-Friday of the Current School Year for ALL STUDENTS. You can then deselect any holidays or days that you did not homeschool.

**Clear All** - This option lets you clear all the days of the Current School Year for ALL STUDENTS. A warning popup will appear to confirm this action.

#### **C. Declaration of Intent Forms**

Visit <u>My Dashboard</u> and click on the Declaration of Intent tab on the left. You can also access your Declaration of Intent submissions with your Student Profile page on the Declaration of Intent tab.

<b>GEORGIA</b> HOMESCHOOLING	Home Services <del>v</del> Blog Pricing	My Dashboard
Deci	aration of Intent	
My Dashboard	Submit New Declaration of Intent Form	
Declaration of Intent	As a Georgia Homeschooler, you are required to submit a Declaration of Intent Form every year the New Declaration of Intent Form button above. This will take you to the official Georgia Home Study complete the online form and submit it online. You must submit your form within 30 days of startin	at you homeschool. To submit your form, simply click the Submit y Program Declaration of Intent Form where you will need to g homeschool or by September 1st.
Family Attendance Tracker	If you would rather mail or fax your Declaration of Intent Form, you can <b>Download the Form Here</b> . This page is for record keeping only. This is not an official record of your Declaration of Intent Form online, by mail, or fax.	submission. You are responsible for either submitting the form
Orders	Declaration of Intent Form Submitted	
Address	■August 7, 2023 <sup>③</sup> 9:28 am <sup>●</sup> 2023/2024	

From here, you can do the following each year within 30 days after you start your homeschool year or by September 1:

**Option 1:** Click the Submit New Declaration of Intent Form button to submit online. **Option 2:** Click the Download the Form Here link to print form and submit via Fax/Mail.

Note: Whenever you click the Submit New Declaration of Intent Form button or the Download the Form Here link, it will document the Date and Time that you click those links to help you keep track. IMPORTANT: The date and time you submitted the form that shows on your Declaration of Intent page is just for record keeping and does not mean that the form has been officially submitted to the Georgia DOE. YOU ARE RESPONSIBLE for submitting the Declaration of Intent form either Online or by Fax/Mail. Also, only one Declaration of Intent form is required to be submitted each year for your entire family.

Georgia law requires parents or guardians who teach their children at home to submit to the Georgia Department of Education (GADOE) an annual Declaration of Intent form. A Declaration of Intent must be submitted to the Georgia Department of Education within 30 days after establishment of a home study program and by September 1 annually thereafter.

#### **D. Progress Reports**

Visit My Dashboard, click on a Student Profile, and click on the Progress Reports tab.

GEÓRO		Home	e Services <del>-</del> Blog	Pricing		My Dashboard
			Jonathan Edwards Age: 14 ピ Edit			
	Dashboard	Attendance	Declaration of Intent	Progress Reports	Report Cards & Transcripts	Certificates & Awards
	+ Add Nev	v Progress Report				
	Progress R	eport				
	苗 August 9, 20	023 🕓 12:56 pm 🖣	2023/2024			
	ピ Edit	Tolete	🕒 Download Progress	Report		

From here, you can do the following:

Add New Progress Report - This option lets you quickly create a Progress Report for this student.

**Edit Progress Report** - This button lets you edit a previously created Progress Report. **Delete Progress Report** - This button lets you delete a previously created Progress

Report.

**Download Progress Report** - This button lets you download the Progress Report as a PDF so that you can save it digitally or print it for your records.

Progress Report Editing	Progress Report
ame: Jonathan Edwards ge: 14 omeschool Address: 123 Homeschool Way	Name: Jonathan Edwards Age: 14 Homeschool Address: 123 Homeschool Way School Year: 2023/2024
mon rear: 2023/2024 school year, Jonathan Edwards was taught grade level material for 180 days, with : least 4.5 hours day, Daily instruction for Jonathan Edwards included Math, Science, English & anguage Arts, Social Studies, and Reading.	During the 2023/2024 school year, Jonathan Edwards was taught grade level material for 180 days, with at least 4.5 hours per day. Daily instruction for Jonathan Edwards included Math, Science, English & Language Arts, Social Studies, and Reading.
ne areas where Jonathan Edwards needs improvement are: Reading comprehension skills, multiplying fractions, and fixing sentences to make them grammatically correct. Jonathan does not enjoy reading, so we are helping him to find books about tonics that be lowes	The areas where Jonathan Edwards needs improvement are: Reading comprehension skills, multiplying fractions, and futing sentences to make them grammatically correct. Jonathan does not enjoy reading, so we are helping him to find books about topics that he loves.
adout tobus that Herores.	The areas where Jonathan Edwards shows strength and understanding are: Science, Sciell Studies, and History. He loves learning how things work! He also enjoy learning about different cultures and places around the world. Throughout the school year, Jonathan Edwards experienced many different forms of instruction, including workbocks, workshearts and activity conters, songs and videos, hands-on learning, and extracurricular activities and field trips. As this school year has come to an end, we believe that Jonathan Edwards is ready to advance to the next grade level. As the home educator, thill work on the areas that need improvement and build upon the strengths of my child so that they grow in their understanding and joy of learning. Additional Notes: Jonathan has had an amazing school year and he is excited to advance to the 8th grade.

#### E. Report Cards & Transcripts

Visit My Dashboard, click on a Student Profile, and click on the Report Cards & Transcripts tab.

GEÓRO номезснос		Home	Services 👻 Blog	Pricing		My Dashboar	d
		F	onathan Edwards Ige: 14 I Edit				
	Dashboard	Attendance	Declaration of Intent	Progress Reports	Report Cards & Transcripts	Certificates & Awards	
	+ Add New	Report Card	+ Add New Official Tra	anscript			
	Report Care	d					
	🗯 August 9, 202	23 🕲 1:09 pm  🗣 20	023/2024				
	ピ Edit	👕 Delete	Download Report	Card			
	Official Trai	nscript					
	🗯 August 9, 202	23 🕲 1:11 pm  🗣 2	023/2024				
	ピ Edit	👕 Delete	Download Official	Transcript			

From here, you can do the following:

Add New Report Card - This option lets you create a new Report Card, intended for your Preschool through 8th Grade student. You can also Edit and Delete a previously created Report Card.

Add New Transcript - This option lets you create a newTranscript, intended for your 9th Grade through 12th Grade student. You can also Edit and Delete a previously created Transcript.

Edit, Delete, and Download Report Cards & Transcripts - These options let you Edit and Delete your documents, or Download your documents to save them digitally or print them as a PDF.

CE ASD CLA

Report Card			ranscri	ρτ			
lame: Jonathan Edwards chool Ywar: 2023/2024 Otal Attendance: 209 days		Name: Jonathan Edwards Age: 14 School Year: 2023/2024 Total Attendance: 209 days Credits Exercet: 30					
Subject	Grade	Cumulative GPA: 2.97					
Reading	A+ (97-1003 V	Course Title	Grade	Cn	edits		3PA
Language Arts	A (93-96%) V	English	A+ (97-1003	×] 3		4.33	
Math	A- (90-92% 🗸	Reving	A- (90-92%			3.67	
Science	B+ (87-89% 🗸	reading.				0.07	
Social Studies	B (83-86%) V	Math	B+ (87-89%	× 13		3.33	
Art	B- (80-82% ∨	Science	B (83-86%)	3		3.00	
Physical Education		Social Studies	C+ (77-79%	<b>~</b> ] 3		2.33	
Priyateal Education		Geography	A (93-96%)	<b>y</b> 3		4.00	
Spanish	C (73-76%) V	French	D+ (67-69%	<b>y</b> 3		1.33	
Grading Scale A+ 97-100, A 93-96, A- 90-92, B+ 87-89, B 83-86, B- 80-82, C+ 77-79, C 73-76, C - 70-72, D+ 67-6	9, D 63-86, D- 60-62, F 0-59.	Art	A+ (97-1005	<b>v</b> 3		4.33	
Jonathan has shown so much progress this school year and we are excited for next year!		Writing	D- (60-62%	× 3		0.67	
		History	B- (80-82%	<b>y</b> 3		2.67	
Save	ĥ	Jonathan has very much impro	ved this school year and is loo	oking forward to next year	4		
		Test Scores					
			PSAT			SAT	
			Martin EAO	Reading/	Writing: 800	Math:	700
		Reading/Writing: 420	1840 G40	Total Score: 960 Total Score:			
		Reading/Writing: 420 Total Score:	960	Total Sco	are:		1500
		Reading/Writing: 420 Total Score:	960	Total Sco ACT	PF0:		1500
		Reading/Writing: 420 Total Score: Math: 25	960 Science: 27	ACT STEM:	26		1501

Save

#### F. Certificates, Awards, and Diplomas

Visit My Dashboard, click on a Student Profile, and click on the Certificates & Awards tab.

GEORO		Home	Services 👻 Blog	Pricing		My Dashboard
	(		Jonathan Edwards Age: 14 பி Edit			
	Dashboard	Attendance	Declaration of Intent	Progress Reports	Report Cards & Transcripts	Certificates & Awards
	+ Add New	Certificate of Achi	evement + Add N	ew Certificate of Comple	etion 🕂 Add New High	School Diploma
	High Schoo	l Diploma				
	🗯 August 9, 202	23 🕲 1:43 pm  象 2	2023/2024			
	ピ Edit	T Delete	Download High Sch	ool Diploma		
	Certificate	of Completion				
	🗯 August 9, 202	23 🕲 1:43 pm  🗣 2	2023/2024			
	ピ Edit	🖥 Delete	Download Certifica	te of Completion		
	Certificate	of Achievement				
	🗯 August 9, 202	23 🕚 1:41 pm  🗣 2	2023/2024			
	ピ Edit	👕 Delete	🕒 Download Certifica	te of Achievement		

From here, you can do the following:

Add New Certificate of Achievement - This option lets you create a certificate award of achievement for your student. Examples may be: Reading 30 Books, 100% Spelling Test, Good Character, etc.

Add New Certificate of Completion - This option lets you create a certificate award of completion for your student. Examples may be: Completing 3rd Grade, Perfect Attendance, Science Fair Project, etc.

Add New Diploma - This option lets you create a High School Diploma for your student. The date printed on the Diploma is the date that you create it.

CERTIFICATE OF COMPLETION THIS CERTIFICATE IS PRESENTED TO		CERTIFICATE OF ACHIEVEMENT THIS CERTIFICATE IS PRESENTED TO
Jonathan Edwards	Cherry Family Academy	Jonathan Edwards
FOR COMPLETING THE FOLLOWING 	Educardas Concerno Educardas Concerno Discritties that	DR THE FOLLOWING ACHIEVEMENT Reading 30 Books

## Step 6: Get Curriculum

Georgia Homeschooling is an online tool created by the homeschool families who own <u>HaveFunTeaching.com</u>!



With a <u>Have Fun Teaching Membership</u>, you get instant access to a complete homeschool curriculum for Preschool through 6th Grade!

