

WARNING!

THIS IS THE ONLY COPY OF YOUR GRADE REPORT!

ZLO does NOT keep grades for transcripts. That is YOUR responsibility as a homeschooler.

Suggestions for keeping data for a transcript:

1. Get a large 10" x 13" envelope for each class. Put the name of the class on BOTH a long edge (for storage in a file drawer) and a short edge (for storage on a shelf).
2. Put the dates of the class and the instructor on the envelope.
2. Put completed homework into the envelope as it is returned to you from your instructor. The order does not matter.
3. Put tests and major projects on top of homework. Check for dates on these.
4. Put grade reports on top of the tests.
5. When grade reports are received, put grades on the OUTSIDE of the envelope WITH dates and instructor name.