



FREE HIGH-SCHOOL RECORDS WORKBOOK

Florida Homeschool Graduation and Completion Records Binder

A permanent-record workbook for documenting courses, credits, outside learning, completion decisions, applications, and final records across Florida education pathways.

Inside this resource

- ☐ Education-path and record-owner check
- ☐ Four-year completion requirements map
- ☐ Transcript and course-evidence binder
- ☐ College, career, Bright Futures, and service records
- ☐ Final completion and verification checklist

Created by a homeschool parent. Built for Florida families.

Updated October 2026



NAME THE RECORD OWNER

Graduation documents depend on the student's path

Before designing a diploma or final transcript, identify who controls enrollment, attendance, permanent records, and completion decisions. Registered home education, private-school enrollment, PEP, public-school programs, dual enrollment, and GED testing are not interchangeable.

Decision	Current answer	Source/contact	Verified date
Student's legal education path			
Permanent-record owner			
Transcript preparer			
Completion requirements used			
Diploma/completion document issuer			
Annual evaluation/assessment status			
Scholarship/athletics status			
Receiving college/employer needs			



DEFINE COMPLETION

Build the four-year requirements map

Use requirements intentionally

A parent-directed program may set a thoughtful completion plan, but outside programs can impose their own requirements. Map the rules that matter for the student's actual goals instead of copying a list without verifying it.

Requirement source	Courses/credits or evidence	Status	Proof location
Family graduation plan			
Private/umbrella school, if enrolled			
College admission			
Career/technical program			
Bright Futures/current aid			
NCAA/NAIA or athletics			
Military/employer/license			
Student's personal goals			



Course and credit master sheet

Course	Year	Level	Credit	Grade	Provider/source

Consistency matters

Use a defined grading scale and credit method consistently. Save course descriptions and outside transcripts so a reader can understand how the final record was built.



Course-description and evidence card

Course title and level

Dates and credit value

Learning goals

Primary books/materials

Assignments and assessments

Final grade and grading method

Provider/teacher and
credentials if relevant

Representative evidence
location

Outside learning

Keep official FLVS, college, testing, certification, apprenticeship, employer, and private-provider records separately. A parent transcript can summarize them, but the issuing organization's record may still be required.



TRACK THE APPLICATION EVIDENCE

College, aid, work, and service file

Item	Required by	Deadline	Requested/sent	Confirmation/location
Final transcript				
Course descriptions				
Test scores				
Dual-enrollment transcript				
Bright Futures/aid file				
Service/work hours				
Recommendations				
Resume/portfolio				
Industry credentials				
Residency/identity records				



CLOSE THE PROGRAM

Final records and confirmation checklist

- ☐ Confirm the final education-path status and any required termination, withdrawal, or completion notice.
- ☐ Finalize the transcript with student identity, course history, credits, grades, grading scale, completion date, and responsible signature as appropriate.
- ☐ Prepare the completion or diploma document that fits the student's education path; do not represent a parent document as a state-issued credential.
- ☐ Request final official transcripts from FLVS, colleges, private schools, testing agencies, and credential issuers.
- ☐ Save annual evaluations or assessments, service/work records, scholarship documents, and application confirmations.
- ☐ Create a secure permanent digital copy and a second backup under the family's control.
- ☐ Record where future verification requests should be sent and who is authorized to respond.

Completion date

Final transcript date

Completion document date

Final outside records received

Permanent archive locations



AVOID COMMON MIX-UPS

Diploma, transcript, and GED

Record/path	What it documents	Who controls it	What to verify
Parent-prepared transcript	The student's course and credit record	Parent directing the program	Acceptance and supporting evidence
Private-school transcript/diploma	Records under that school's enrollment and policies	Private school	Contract, accreditation claims, graduation rules
GED/high-school equivalency credential	A state high-school equivalency credential after qualifying testing	Florida HSE/GED system	Current testing, age, fee, and ordering rules
College/FLVS/provider transcript	Courses completed through that institution	Issuing institution	Official-delivery and application requirements

Use precise language

A home education completion record and a Florida high-school equivalency diploma are different. Keep labels accurate so colleges, employers, agencies, and families understand what was earned and who issued it.



VERIFY

Official completion and pathway sources

[Florida Department of Education - Home Education](#)

[Florida Department of Education - Parent Home Education Resources](#)

[Florida Statute 1002.41 - Home education programs](#)

[Florida Department of Education - High School Equivalency Diploma and Transcript Requests](#)

[Florida Student Financial Aid - current Bright Futures and aid information](#)

**Reviewed
October 2, 2026**

This binder is an organization tool, not an official transcript, diploma, or legal determination. Confirm the current requirements of the student's education path and every receiving institution.

My final-record priorities
