

# **BCHS (ISP)**

## **2023-2024 Paperwork Reminders!**

### **First Semester Reports & Due Date:**

**January 12** Attendance Certification & Curriculum Worksheet

### **Second Semester Reports & Due Date:**

**May 17** Attendance Certification, Curriculum Worksheet,  
Teacher In-Service & Attendance Summary!

### **Important Paperwork Requirements!**

- The **2** first semester reports **must** be **postmarked** by **Jan 26**
- The **4** second semester reports **must** be **postmarked** by **May 31**
- Senior end of year reports must be postmarked by May 10**
- You **must** use our **official** forms! (All forms are available on the **BCS** web site at [www.bereanchristian.org](http://www.bereanchristian.org))
- Please** mail me the **originals!** (Make **copies** for your records)
- The **Curriculum Worksheets** must be **one** page only!
- The **Course Description** should be a **brief** summary!
- If you use a **traditional** high school **textbook** you can document **1 credit** with **80% to 100%** Completion of that **textbook**.
- For **all** other **curriculum & courses** you **must** document hours of instruction: **130 hours = 1 credit** **65 hours = .5 credit**