

QUARTERLY REPORTING

Upon enrollment, quarterly progress reports will be required each quarter for each student. These reports constitute the student's academic record, so accurate reports are particularly important. Parents need to keep a copy of the confirmation email, sent by The Bridge, of each quarterly report for their own records. Parents agree to submit quarterly attendance (form provided on website) and other required submissions on or postmarked by the following dates:

- October 10, 2025
- January 10, 2026
- April 10, 2026
- July 10, 2026
- Email submissions will **not** be accepted.
- A confirmation notice will be emailed from our Homeschool-Life platform once submissions are recorded.
- A \$25 late fee will be assessed for ALL late submissions.
- After two weeks, a \$50 late fee will be assessed. Please note: If a quarterly report is received more than two weeks late for two consecutive quarters, the student will become inactive. There is a \$25 reactivation fee, and all records need to be completed before reactivation.
- If we have not heard from you after 30 days, students will be dismissed from the school without a refund. You will receive a letter by mail.

Following is information regarding the requirements for each grade level. These requirements are in addition to the enrollment requirements. At the end of the year, after the 4th quarter packet is submitted and received, you will receive an emailed certificate of completion from The Bridge Sarasota.

Kindergarten

Please note that parents of kindergarten students do not need to track attendance. If you would like The Bridge Sarasota to maintain samples of your child's work, a list of books that you have read together, or written progress notes, please feel free to mail them in as you see fit.

Grades 1 - 5

You are not required to provide quarterly grades or evaluations. However, it is important that you maintain a portfolio of work in the event that you are ever required to substantiate your child's education in a court of law.

Each quarter, we require you to submit the following for your elementary student:

- **Attendance form** (On our website you can print a set, please only turn in one quarter at a time)
Mark the days you are doing school with your child and give a total for the quarter.
- **Reading list** (Please indicate whether the student read books independently, listened to an audio book, or was read to by another)
- **1 – 2 work samples from each subject** (These samples can include tests, drawings, papers, and or photos of projects or field trips)

At the end of the year, after the 4th quarter packet is submitted and received, you will receive a certificate of completion from The Bridge Sarasota. The Bridge does not require you to submit annual test scores for your student. An evaluation or test is for the parent's benefit. Testing and evaluations can be a great tool to assess your student's strengths and weaknesses, however, please keep in mind that assessments are for a moment in time, and are affected by many different factors.

Middle School Grades 6 – 8

At this stage, it is important to begin evaluating your student's work in preparation for high school transcripts and for certain internships and apprenticeships.

Each quarter, we require you to submit the following for your middle school student:

- **Attendance form** (On our website you can print a set, please only turn in one quarter at a time) Mark the days you are doing school with your child and give a total for the quarter.
- **List of curriculum or course descriptions** – This is only required at the beginning of the year unless you make a change.
- **Grading rubric** – This is **not a requirement** however it is a great tool which adds validity to your personal homeschool standard of excellence. It is a written documentation of what you are expecting of your children when it comes to their work.
- **Report Card** (We provide a template on our website)
- **Reading list** (Please indicate whether the student read books independently or listened to an audio book)
- **1 – 2 work samples from each subject** (These samples can include tests, drawings, papers, and or photos of projects or field trips)

At the end of the year, after the 4th quarter packet is submitted and received, you will receive a certificate of completion from The Bridge Sarasota. The Bridge does not require you to submit annual test scores for your student. An evaluation or test is for the parent's benefit. Testing and evaluations can be a great tool to assess your student's strengths and weaknesses, however, please keep in mind that assessments are for a moment in time, and are affected by many different factors.

High School Grades 9 – 12

In preparation for college and employment applications, we require families to submit a complete course description for each subject. The more you can make notes of during these years the easier thing will be for you if you prepare for college or your profession. Be sure to check out the high school tip sheet.

NOTE: Students entering high school in years other than 9th grade will be required to have a completed course of study form for each grade the student needs included on the transcript. This information may come from another school's transcript, or it may come from a homeschool setting. We will be unable to add any prior or completed courses to a transcript if this form is not filled out.

Each quarter, we require you to submit the following for your high school student:

- **Attendance form** (On our website you can print a set, please only turn in one quarter at a time) Mark the days you are doing school with your child and give a total for the quarter.
- **Course descriptions for each subject** – This is only required at the beginning of the year unless you make a change. Please include resources used and add any additional activities that would support a subject. (Ex: Marine Biology – Additional classes taken at MOTEMarine.)
- **Grading rubric** – This is **not a requirement** however it is a great tool which adds validity to your personal homeschool standard of excellence. It is a written documentation of what you are expecting of your child when it comes to their work. This would also not be necessary if you are taking a class outside of your home or through a virtual school.
- **Report card** (We provide a template on our website)
- **Reading list** (If college bound and you have an avid reader, this could make a positive impact. It is also a good motivational tool for your student.)
- **Portfolio submissions: 1 – 2 featured work samples from each subject** (These samples can include tests, drawings, papers, certificates, or awards that are pertinent to the student's specialty field, and/or photos of projects)
- **24-Credit form** (Provided on our website)