

Checklist

Alabama Homeschool Connection

FIRST 48 HOURS

Save what matters while it is fresh

- ☐ **Back up graduation photos and video**
Save the ceremony and celebration somewhere besides one phone.
- ☐ **Store the diploma safely**
Protect the original and make a digital copy.
- ☐ **Record gifts and send thank-you notes**
Write down gifts before cards, checks, and envelopes get separated.
- ☐ **Save the ceremony program and keepsakes**
Choose the pieces worth keeping before cleanup begins.

FIRST TWO WEEKS

Finish the official records

- ☐ **Enter every final grade**
Make sure all senior coursework is actually complete and recorded.
- ☐ **Create the final transcript**
Add the graduation date and complete one careful final review.
- ☐ **Sign and save the permanent transcript**
Keep a locked PDF and an editable source copy.
- ☐ **Send final transcripts where required**
Colleges and other programs may be waiting for the final record.
- ☐ **Request official dual-enrollment transcripts if needed**
The homeschool transcript does not replace the college's record.
- ☐ **Check for unfinished application or aid tasks**
Graduation does not automatically close college and financial-aid portals.

FIRST MONTH

Move into the next chapter

- ☐ **Transfer important accounts to the graduate**
Make sure the student can access the records and services they now need to manage.
- ☐ **Update the résumé**
Change expected graduation to completed graduation and add final achievements.
- ☐ **Prepare for orientation, work, training, or service**
Turn the next step into a concrete checklist of its own.
- ☐ **Make sure identification documents are accessible**
The graduate should know where important documents are kept.
- ☐ **Talk through money and recurring expenses**
Graduation often changes who is paying for what.
- ☐ **Let the graduate take over more of the communication**
The next chapter works better when the student becomes the primary point of contact.

KEEP FOREVER

Build the permanent graduate file

- ☐ **Keep the final signed transcript**
This is the permanent academic record.
- ☐ **Keep a copy of the diploma**
Preserve a scan even if the original is framed.
- ☐ **Keep course descriptions and supporting records**
Save enough detail to explain unusual or homeschool-designed courses later.
- ☐ **Keep dual-enrollment institution information**
Know where official college records live.
- ☐ **Give the graduate access to their records**
The student should not need to call home for every document forever.