

The Reminders Page: A How-To Guide

Reminders help you keep track of important homeschool dates, like standardized testing windows, sending your portfolio to an evaluator, or submitting end-of-year paperwork. You can optionally have Chalk and Chart email you ahead of each date.

Reminders

Add Reminder

Upcoming (3)

Thu, Aug 20, 2026	Library summer reading sign-up	Linus		Edit	Delete
Tue, Sep 15, 2026	Iowa Assessments window opens	Ada	Email	Register Ada for the fall test.	Edit Delete
Sun, May 30, 2027	Submit End of Year paperwork to School District		Email		Edit Delete

This is a Scholar-plan feature, and it is an optional page you turn on yourself.

Opening the Reminders page

1. Go to **Settings**, and in the **Optional pages** section tick **Reminders**, then click Save.
2. The page now appears in the left menu (or under **More** in the bottom bar on a phone) as **Reminders**. Click it to open.

Reminders are split into **Upcoming** (today or later) and **Past**. Upcoming reminders also appear in a small card on your **Dashboard** so you see what is coming without leaving the home page.

Adding a reminder

1. Click **Add Reminder**.
2. Fill in the form:



- Dashboard
- Family
- Curriculum
- Reading Log
- Calendar
- Instructional Time
- Gallery
- Grades
- Standardized Testing Log
- Portfolio
- Reminders**
- Community
- Resources
- Settings
- Blog
- Support

- Subjects ▾
 - Math
 - English
- Students ▾
 - Ada
 - Linus
- Grade ▾
 - 5th
 - 2nd

Subjects, students, and grades will fill in from your account.



Reminders

Add Reminder

Upcoming (2)

Sun, Nov 1, 2026	Email Evaluator	Edit	Delete
Tue, Dec 15, 2026	Standardized Testing Ada Email State testing window opens.	Edit	Delete

Past

Sun, Jun 15, 2025	Submit End of Year paperwork to School District	Delete
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Add reminder

Reminder

Standardized Testing

Student (optional)

Whole family

Date

mm/dd/yyyy

Note (optional)

☐ Email me reminders

Cancel

Save

Field	What it does
Reminder	Pick a type: Standardized Testing , Email Evaluator , Submit End of Year paperwork to School District , or Other . The type becomes the reminder's title.
Title	Only shown when you pick Other , so you can type your own title.
Student	Optional. Attach the reminder to one student, or leave it as Whole family .
Date	The date the reminder is for (required).
Note	Any extra detail.

3. Click **Save**. The reminder appears under Upcoming (or Past if the date has already passed).

Getting emailed ahead of time

Turn on **Email me reminders** to have Chalk and Chart email you before the date. Then choose one or more lead times.

☒ Email me reminders

Send an email:

- ☐ 60 days before
- ☐ 30 days before
- ☐ 14 days before
- ☐ 7 days before
- ☐ On the reminder date

Choose at least one time, or turn off email reminders.

- You can pick any combination of **60 days before**, **30 days before**, **14 days before**, **7 days before**, and **On the reminder date**.

- You get one email per chosen lead time, sent on that day. You must choose at least one time, or turn the email option back off, before you can save.

An entry with email reminders on shows a small **Email** marker in the list.

The reminder list

Each upcoming reminder shows its date, title, the student pill (if attached to one), the Email marker (if on), your note, and **Edit** and **Delete** buttons.

Reminders

Add Reminder

Upcoming (3)

Thu, Aug 20, 2026	Library summer reading sign-up	Linus	Edit	Delete
Tue, Sep 15, 2026	Iowa Assessments window opens	Ada  Email Register Ada for the fall test.	Edit	Delete
Sun, May 30, 2027	Submit End of Year paperwork to School District	 Email	Edit	Delete

Editing or deleting a reminder

- **Edit:** click **Edit** on an upcoming reminder to reopen the form, change anything (including the email settings), then click **Save**.

The screenshot displays the Chalk & Chart Homeschooling Portfolio interface. On the left is a sidebar with navigation links: Dashboard, Family, Curriculum, Reading Log, Calendar, Instructional Time, Gallery, Grades, Standardized Testing Log, Portfolio, Reminders (highlighted), Community, Resources, Settings, Blog, and Support. Below these are expandable sections for Subjects (Math, English), Students (Ada, Linus), and Grade (5th, 2nd). The main content area is titled 'Chalk and Chart' and 'Reminders'. It features an 'Add Reminder' button and two sections: 'Upcoming (2)' and 'Past'. The 'Upcoming (2)' section lists two reminders: 'Sun, Nov 1, 2026 Email Evaluator' and 'Tue, Dec 15, 2026 Standardized Testing' (for student 'Ada' via 'Email' with note 'State testing window opens.'). The 'Past' section shows a reminder for 'Sun, Jun 15, 2026' with a 'Delete' button. An 'Edit reminder' modal is open, showing fields for Reminder (Standardized Testing), Student (optional) (Ada), Date (12/15/2026), and Note (optional) (State testing window opens.). It also has a checked 'Email me reminders' option and a list of email timing preferences: 60 days before, 30 days before, 14 days before (selected), 7 days before, and On the reminder date. 'Cancel' and 'Save' buttons are at the bottom of the modal. The footer contains links for Privacy Policy, Terms of Use, and Community Guidelines.

- **Delete:** click **Delete** on any reminder. Your browser asks you to confirm.

Past reminders

Once a reminder's date has passed it moves to the **Past** section, shown dimmed. You can still delete past reminders from there.

Past

Sun, Jun 15, 2025 Submit End of Year paperwork to School District Delete

Quick reference

I want to...	Do this
Turn the page on	Settings → Optional pages → tick Reminders → Save
Add a reminder	Add Reminder → pick a type, set the date → Save
Use my own wording	Pick Other , then type a Title
Attach it to a student	Choose the student in the Student field
Be emailed ahead of time	Turn on Email me reminders and pick your lead times
Change a reminder	Edit → change → Save
Remove a reminder	Delete → confirm

Screenshots use a sample Scholar account ("Demo Family").