NEW PROCESS / PROCEDURE ON BACK

JUPITER COMMUNITY HIGH SCHOOL
WORK PAID HOURS LOG - FOR BRIGHT FUTURES ONLY

NAME _____ STUDENT NUMBER _____

It is the responsibility of the student to keep an accurate record of the actual hours worked.
- A parent, guardian or family member cannot serve as the work contact.
- Only paid work hours beginning July 1, 2022 will be accepted.
- Volunteer hours MUST be submitted on another form
- ALL WORK HOURS MUST BE SUBMITTED AND DOCUMENTED ON TRANSCRIPTS BY MAY 1ST OF SENIOR YEAR. Any work hours submitted after May 1st, even if completed prior to May 1st will not be accepted. NO EXCEPTIONS.
- **A PAY STUB or an agency LETTERHEAD documentation, the number of hours and dates of service or paid work completed must be attached stating the dates/times worked in addition to a work contact signature. No more than 8 hours will be accepted per day.**

Please visit www.floridastudentfinancialaidsg.org for more information on Bright Future requirements.

Start Date	End Date	Hours	Organization	Service Performed

Please describe below what you learned from your work experience

_____

_____

_____

TOTAL HOURS _____ STUDENT'S SIGNATURE _____

PARENT'S SIGNATURE _____

(Please keep a copy of this form for your records)

Students can now upload community service or paid work hours directly into the SIS for school approval.

- Click on Forms
- Select on the applicable form.

- Complete the required information

Date:

Description of Hours:

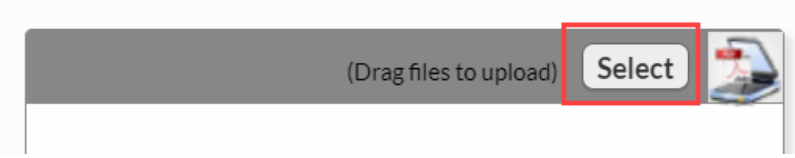
Total Number of Community Service Hours Submitted:

Total Number of Work Hours Submitted:

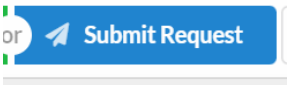
- Electronically sign the form

Student Signature: Click to Sign **Date Submitted:**

- Upload the documentation of hours



- Submit the completed form



- View the Status of your Request on the History tab.