Student Entered Community Service Hours

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:

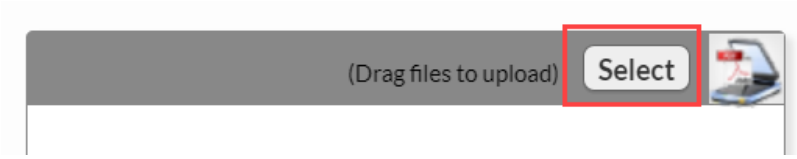
Total Number of Community Service Hours Submitted:

Total Number of Work Hours Submitted:

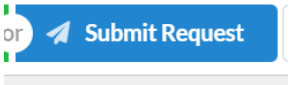
- Electronically sign the form

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.

