

SJUSD Community Service Time Sheet

Grade level: _____

Year student graduates: _____

Board Policy 6142.4 requires community service-learning experiences for high school graduation; therefore, all high school students are required to complete 40 hours of community service. The following guidelines apply:

1. Community Service is defined as volunteer service for an approved non-profit agency supporting our local community. (Note – Activities supporting a political candidate or measure are not permitted.)
2. As a general rule, students should earn 10 hours of CS each year.
3. Service hours completed on school days will be given for service completed after the normal school hours; service hours cannot be given for club meetings.
4. Make sure that this form clearly states the non-profit agency, contact person, and phone number so that its non-profit status and your service hours can be verified. Incomplete forms will be rejected.

(Review the [approved list of organizations](#) before beginning service hours. You can contact the administration or Director of Activities at your school if you have questions. **Keep a copy of this form for your records.**)

Last Name:				First Name:			
Student ID:				School:			
Date	Hours	Non-Profit Agency Name	Agency Phone Number	Supervisor's Name- please print	Supervisor's Signature		
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Total:		Student's Signature:			A.P. or Director of Activities Signature:		
		Parent's Signature:			Date:		

Please note: Only original forms will be accepted- copies will be rejected. The back of this form must be completed by your supervisor or the form will be returned.

San Jose Unified School District
Community Service Learning
Student Time Card

Student's Name: _____

Student's ID: _____

Year student graduates: _____

Name of non-profit agency	Contact Person's Signature	Describe student's duties/responsibilities
_____	_____	_____ _____ _____
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_____	_____	_____ _____ _____
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_____	_____	_____ _____ _____
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