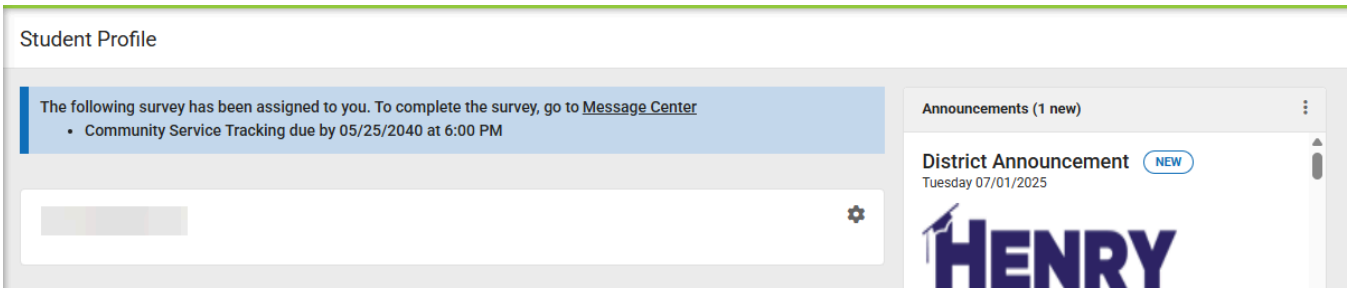
**Entering Community Service Hours for 2028 Cohort and beyond**
**(All students who began 9th grade during the 2024-25 school year and beyond)**

**Instructions**
Students will enter their individual Community Service hours through the Infinite Campus Student Portal.

**STUDENT PORTAL PROCESS**

1. Log into the Student Portal
2. For the first time, a blue pop-up will display alerting the student they have been assigned the survey.

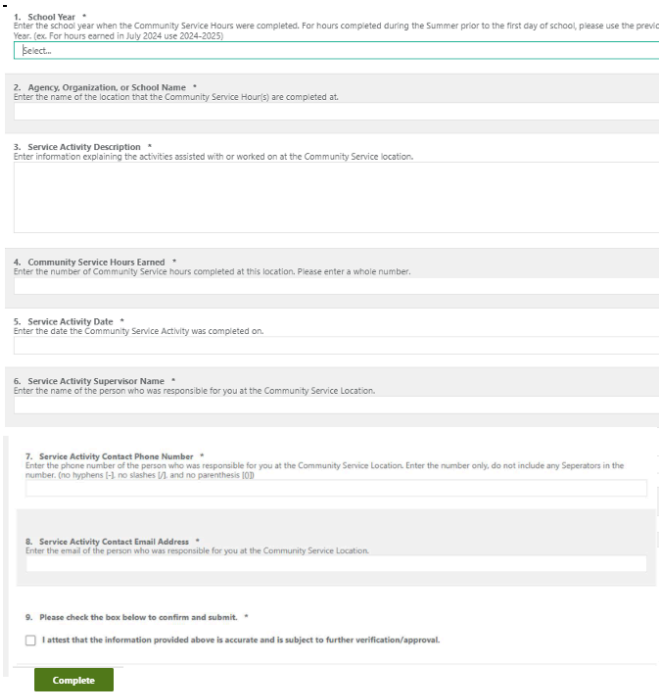



3. After completing the survey the first time, to find it again Open the Message Center
4. Click on Surveys
5. Open the Community Service Tracking Survey




5. A new window will open, and the student completes the questions.

    a. School Year
    b. Agency, Organization or School Name
    c. Service Activity Description
    d. Community Service Hours Earned - Use whole numbers - no decimals. Round to nearest whole number
    e. Service Activity Date
    f. Service Activity Supervisor Name
    g. Service Activity Contact Phone Number - use only numbers
    h. Service Activity Contact Email Address
    i. Attest that all information entered is accurate




Repeat the process to enter additional Community Service hours.
Students can see a report of all their Community Service hours by clicking MORE, then Community Service Summary or Community Service Details

