ALETHEIA CHRISTIAN ACADEMY

Entering Student Service Hours

- Log into your FACTS Family Portal (parent or student account).
- Click on the "Family" tab in the left side menu.
- At the top center drop down menu, select your/your student's name.
- The middle column is the service hours column.
- Click "Add+".
- Enter the required information (Date of service*, Hours, Description**, Notes, and Verified by).
- Click "Save".

*If service hours were completed in the summer, please use the first date of the following school year (August 1, 20XX) and add actual dates in the notes section.

**Description should include location and type of service performed.