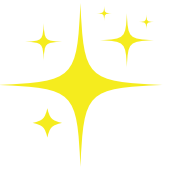


Community Service



How to enter hours into SchoolLinks

All community service hours in Grades 10-12 will now be tracked in SchoolLinks. Any previous hours entered and approved in Qmlativ should be transferred by the student using the directions below. Students will need to provide information about their activities, including a Supervisor's phone number/email. School staff will reach out to the site to confirm hours entered. Qmlativ will show "MET" once students reach 45 hours. Check your approval status of hours in SchoolLinks.

Go to app.schoollinks.com or LSSD Bookmarks → SchoolLinks  SchoolLinks

Choose **ENGAGE → EXPERIENCE TRACKING**
Select "**Community Service Hours**"



Community Service Hours ?

45 hours required by 04/13

Recorded hours: 0:00 out of 45

+

Enter all fields of required information, including short answers:

- Spell the **organization name** correctly and press enter
- You may select a **single date** or a **date range** for the activity
- Be accurate and honest with the **total hours spent**
- **Answer thoughtfully** for short answers - we review them carefully
- **Organization supervisors** will be contacted to verify; please provide up-to-date contact information
- **SAVE** when done - hours will show as pending until approved

Add entry X

Experience type: community service X

Organization name: Type the name of the organization where you completed this experie...

Date: ☒ Single date ☐ Range of dates Start date MM/DD/YYYY

Time spent: Hours Minutes

What did you do during this experience? *

Type your answer here

Describe how the community benefited from the activities that you performed while volunteering and how it will help you in your future path either with school, college, or work? *

Type your answer here

Please provide name, email and phone number of Organization Supervisor. So hours can be verified. *

Type your answer here

February, 2026

9TH 3:00 Needs Staff Approval Sample Company

Cancel Save

TRANSFERRING HOURS: To enter hours in SchoolLinks already posted in Qmlativ

For Organization name write: "**Qmlativ**"

For Date: Use a **single date** and choose **today's date**

For Time Spent: **Total all hours showing in Qmlativ and enter that amount**

For all 3 Short Answers write: "**Already submitted and approved in Qmlativ**"

NOTE: This only applies to hours already marked in Qmlativ because a paper form was submitted and approved. All hours must be transferred by the student to update the SchoolLinks record.

