

Community Service Proposal/Approval Form

Steps 1-2 of this form must be filled out by Student, Attendance Secretary, and Principal to receive the Community Service Packet. This is to be completed before the Service is done. Steps 3-4 of this form must be filled out by Student, Supervisor, and Principal and be turned in with the Community Service Packet upon completion to receive credit towards any NC!

Step 1: Student fills out

Student Name: _____ Date: _____

Proposed place of service: _____

Supervisor: _____ Phone Number: _____

Service to be done for make-up: _____

Step 2: Take to Attendance Office (Office use only.)

Amount of hours already done (if any): _____ Attendance Secretary Initials: _____

Approved: _____ Approved amount of hours: _____

Denied: _____ Reason: _____

Principal Signature: _____

Step 3: Student and Supervisor fills out

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Period that make-up will count for: _____ Term that make-up will count for: _____

Absence make-up: _____ Truancy make-up: _____ Tardy make-up: _____

Step 4: Take to Principal with Community Service Packet (Office use only.)

Verified hours completed: _____

Date Verified by Principal: _____

Principal Signature: _____