

Community Service Proposal/Approval Form

Steps 1-2 of this form must be filled out by Student, Attendance Secretary, and Principal. This is to be completed before the Service is done. Step 3 of this form must be filled out by Student, 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 needed: _____ Attendance Secretary Initials: _____

Community Service Principal Approval: _____
Principal Signature

AFTER COMMUNITY SERVICE AND PACKET IS COMPLETE

Step 3: Take to Principal with Community Service Packet (Office use only.)

Verified hours completed: _____

Principal Signature: _____ Date: _____