

Baltimore City Public School System

Student Service Hours Record Form

Name: _____ Grade: _____ Advisory: _____

Address: _____ Zip Code: _____

Date of Service	Agency or Site of Service	Type of Service Provided	Number of Hours	Printed Name of Supervisor	Phone Number of Supervisor	Signature of Supervisor

Tips for Documenting Student Service-Learning Hours:

Please keep the following tips in mind when completing service hours:

- All students must perform 75 hours of actual service in their community.
- Students are responsible for getting their cards signed by the adult in charge.
- Students are responsible for submitting this record of service hours to their School-Based Service-Learning Coordinator by the end of the each quarter.
- Always have your service agency and activity pre-approved by the school principal or designee.
- Always keep your service record sheet in a safe place. This is your proof of the number of hours you have completed if there is ever a question.