



EAST HILL
CHRISTIAN SCHOOL

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SUBMITTING COMMUNITY SERVICE HOURS

Parents now have the ability to submit community service hours for their HS student online through the Renweb parent portal. The Guidance Office will then review the submissions to ensure they meet the criteria for community service.

Here is a reminder on what qualifies for community service. Below is a section taken from the Bright Future's Handbook:

"Service Hours Students must complete service hours during high school and by high school graduation. Service hours may include, but are not limited to, a business or governmental internship, work for a nonprofit community service organization, or activities on behalf of a candidate for public office. Except for credit earned through service-learning courses, the student may not receive remuneration or academic credit for the service work performed. The hours must be documented in writing, and signed by the student, the student's parent or guardian, and a representative of the organization."

STEP-BY-STEP INSTRUCTIONS ON CS SUBMISSIONS:

- Log into Renweb on your laptop or desktop computer (there is no tab for this on the phone app... yet).
- On the left side, choose the **Family Information** tab
- In the middle section, **select the student** who completed the service hours
- On the right side, choose the tab marked **Service Hours**
- Below that, choose the **Add Service Hours** button
- You will then have the opportunity to add a date, number of hours, and description of the service provided. Please include location, type of service, and who the supervisor was for the hours just in case documentation is necessary.
- Be sure to hit **Save** at the bottom of that section to retain the record of the service

If you have any questions on how the process works, feel free to contact the Guidance Counselor, Mr. Steve Thomas, for answers. We appreciate your involvement at East Hill.

Steve Thomas

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