



Holy Spirit School

Community Service Hours Reporting Form

Student Name: _____

School Year: _____ Grade: _____

Please record your service hours in the table provided. Include all information for each project. There is a 15-minute increment limit. Use additional forms as needed. Please refer to the current Parent-Student handbook for details regarding qualifying projects and hour requirements.

DATE	TYPE OF SERVICE	HOURS* (15 MINUTE MIN.)	AGENCY/LOCATION	AUTHORIZING SIGNATURE

* Acolytes may only count hours served outside of the school day. Acolyte and Safety Patrol hours combined may count for only 50% of the total required hours per year.



STUDENT ABSENCE

TO BE COMPLETED BY PARENT/GUARDIAN AND SIGNED BY THE PRINCIPAL

After reading the Absence Policy from the Parent/Student Handbook, I understand that the decision to take a student on vacation, or other similar recreational situation or because of a family emergency during school time is the parents' responsibility. I realize that the school discourages and does not condone any unnecessary absences for students knowing this, I choose to take my child out of school for such a reason.

My child shall be absent from school during the following dates:

_____ To _____.

Reason for absence: _____

It shall be my responsibility to supervise the completion of missed assignments that will be given to my child upon return to school.

PARENT/GUARDIAN SIGNATURE

STUDENT NAME

GRADE

PRINCIPAL'S SIGNATURE

DATE