

Service Hours 2024-2025 Service hours sync to FACTS from Mobile Service according to the Academic Calendar. See Details Below:

Incoming Freshmen and Transfer Students:

Please keep track of your hours during the summer. Training will begin in the **Fall** to record your hours. ***See below what needs to be recorded.**

Current Students: Sophomores and Seniors: You have been trained on Mobile Service through Theology Classes.

Reminder: Service hours sync according to the **Academic Calendar.**

All hours entered between August 15th, 2024 (the first day of school) and May 2025 (the last day before exams) will be reported on the current grade calendar year.

*If you enter on mobile service, all hours reported before August 15th will be credited to the previous grade year.

These Hours Will Still Count

How to Locate Service Hours on Facts: (After Entered and approved on Mobile Serve)

On Facts:

Under School Home/Family Home:

Locate the middle of the page where you see the parent's name and use the drop-down box to click on the student's name—all Service hours are located here and should match the mobile service hours (as long as they have been approved on Mobile Serve)

*2023-2024 Mobile Service Integration year.

Why are some hours not reporting on my report card?

Hours completed in the **summer of 2023** will automatically be reported on the previous student year (Sophomore-Senior) for the report card.

For example, if a Junior worked service hours in June of 2023, they will appear on the report card as added to the Sophomore year.

***2024-2025 Service reporting:**

1. Twenty hours each year, **whole or half hours only, please. (ex. 1, 1.5, 2, 2.5)**
2. Service performed within your own home does not count.
3. A reflection of what you did, who you helped, and how the service affected you must be included.
4. Signature and Pictures are optional but appreciated.
5. ***Please Remember to get the Supervisor's email. They will receive an email to verify your hours, so please remember to tell them.**

I want my summer hours to report on the current grade year. How do I report those hours?

You will write them down and wait to report them on the login screen with the first day of school date. In the **Tell My Story section**, you will give the actual dates in the remarks section.

***The reporting will go to that current grade year as long as the LOGGED DATE OF Service is in the Academic range above.**