CLEAR FORM
MCPS

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

STUDENT SERVICE LEARNING ACTIVITY VERIFICATION

STUDENT INSTRUCTIONS: Complete this form in blue or black ink and submit it to the school Student Service Learning Coordinator by the end of each semester in which service is done. Documentation of service done in the summer must be submitted by September 30.

STUDENT INFORMATION—To be completed by the student prior to sign off from the nonprofit tax-exempt organization.

Name _____ _____ ____ _____
Last *First* *MI* *ID Number*

Parent/Guardian _____ Phone: Home ____-____-____ Work ____-____-____

School _____ Grade _____ First Period Teacher _____

Student Reflection: Think about your service-learning activity and respond to the following questions in a written Reflection Statement below.

- What need did you address?
- Who benefitted from your action?
- What did you learn about yourself?

NONPROFIT TAX-EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred, and the student reflection statement has been read and approved.

Organization _____ Tax Exempt # _____ Phone ____-____-____

Address _____ _____ _____ _____
Street *City* *State* *ZIP Code*

Activity (describe) _____

Dates of Service	From	To	# Days of Service	# Hours Per Day	Total # Hours Completed

Supervisor _____ _____
Print Name *Title*

_____ ____/____/____
Signature, Supervisor *Date*

For MCPS School Coordinator Use Only: Verification form submitted to coordinator ____/____/____
Date

Hours earned previously ____ + Hours for this activity ____ = Total hours including activity ____ Date ____/____/____

MCPS Form 560-51, Rev. 2/06 DISTRIBUTION: COPY 1/Student Service Learning Coordinator; COPY 2/Student; COPY 3/Organization