



**2010-2011  
Individual Service Report Form**

Use this form to report service for an individual student. To report service performed by more than 5 students, please use the **Group Service Report Form** which contains a convenient student roster check list. Submit to the front desk within one month of the date of service.

<b>Student Name:</b>		
<b>Date of Service:</b>		<b>Grade:</b>
<b>Name of Service Project:</b> (Service must be performed for at least 2 hours)		
<b>Beginning Time:</b>		
<b>End Time:</b>		

**Specific Description**


**Total Credits**

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**Approved by:**  
(Service Facilitator or Parent Signature)

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
Administration Approval

\_\_\_\_\_  
Date:

*For Service Coordinator only	
Entered in HCA database	
Date Entered	
Service Coordinator's Initials	