



# Community Service Approval Form

Office of Instruction  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907)761-4042 || F: (907)746-9292

**Special Instructions:** As approved community service is performed, a student must have his/her program supervisor document hours on a Community Service Verification Form. When the necessary number of hours (120 per half-credit) has been completed, it is the student's responsibility to turn in his or her verification logs to the school counselor. The counselor will then take necessary steps to see that one half-credit is noted on the student's official school transcript. Approval noted on this form indicates that a student's service has been approved; it is not an authorization for credit in advance. Students may earn up to a maximum of 1 credit of community service. Hours of service do not need to be completed in the same school year, but must be completed while enrolled in the MSBSD and before graduation. The Original Form is to be filed in the student's permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student.

Student Name	<input type="text"/>	Student ID #	<input type="text"/>	Phone Number	<input type="text"/>
Mailing Address	<input type="text"/>	Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

Sponsoring Agency/Location	<input type="text"/>				
Supervisor(s)	<input type="text"/>				
Supervisor(s) Phone #	<input type="text"/>	Supervisor(s) E-mail Address	<input type="text"/>		

Describe the community service you performed or intend to perform.

How did or will your community service benefit the community?

*I have read and agree to follow the guidelines of the Mat-Su Borough School District's Other Credit Option Policy. I understand that it is my responsibility to submit and official transcript of my grade(s) in a timely manner in order to receive credit toward graduation.*

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

*Approval*

\_\_\_\_\_  
School Counselor Signature Date

\_\_\_\_\_  
School Principal Signature Date

