

PHCA High School Student Community Service Hour Log

The PHCA community service requirement is 15 hours for each of the four years of high school for a total of 60 hours. The community service logs section enables a family to submit your child's service time online. The service manager, Mrs. Ingram, who oversees this data will then be able to track your child's service work, approve the hours, and total the number of hours served.

To find the service log through Sycamore follow these steps:

1. Log into your family Sycamore account or have your high school child log into his/her Sycamore account.
2. Click on your high school child's profile.
3. You will find the service log on the right-hand side of the screen under Profile.
4. Click on the 'New Log' button in the upper right-hand corner to enter your information for the service you have provided.
 - a. Use the drop-down box to select the school-defined "Opportunity" or service rendered.
 - b. Change the date to the date of the services.
 - c. Choose the time the service began.
 - d. Include the number of hours served. If the service is an odd time, for example, 1.25; 1.50; 1.75 which includes the quarter, half hour, three quarter hour.
5. Include in the NOTES:
 - a. a description of the service rendered
 - b. the time the service began and ended
 - c. the adult who supervised the service, a contact phone number, or an email.
6. When you have completed all the requested information, you click UPDATE.
7. If you have any questions, you may contact Mrs. Ingram at dingram@plazaheightsacademy.com or 816-228-0670 extension 307.

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- Logout (BEC1085)
- Spirit Store

My School / My Service Logs

[New Log](#)

Date	Service	Status	Hours
👤 05/01/13 12:00 PM	Concession Stand	Pending	2.00
👤 04/13/13 07:00 AM		Pending	4.00
👤 08/17/12 06:45 AM	Leaf Raking	Approved	10.00
			16.00

Service Log - Mozilla Firefox

https://www.sycamoreeducation.com/servicelogs.php?task=newfamilylog&update

Specialties / Service Manager / Families / Service Log Record

Author: Aaron & Karen Beckner Created:

Name Beckner, Aaron & Karen Pending

Date Time : AM

Opportunity Hours

Notes