

CPCS Service Hours Tracking

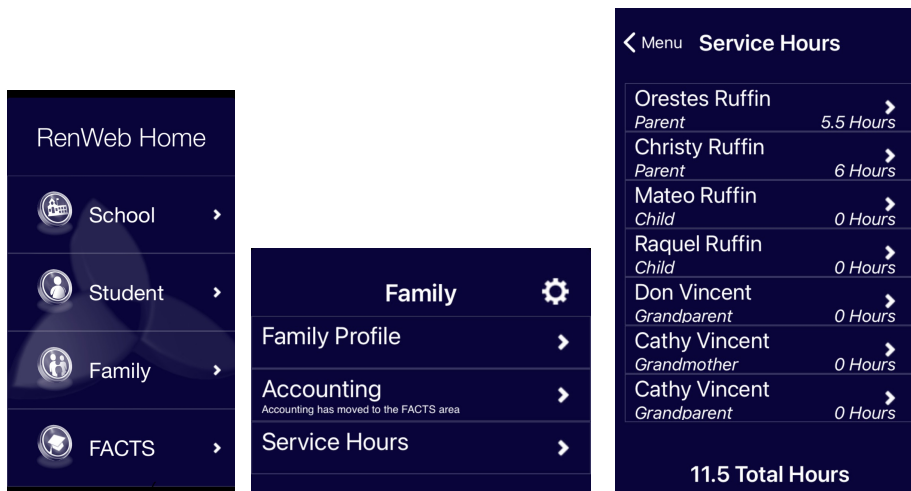
CPCS service hours are viewable in the FACTS/RenWeb Parent Portal. Families can check their service hours in the same place as they check grades, view report cards, order hot lunch, find the directory, pay tuition and much more!

To make tracking easier in FACTS, ALL families will need to **show 36 hours** served for the school year, May 1st – April 30th. If the [CPCS Service Hour Program](#) reflects a lower hour requirement (ie: Families of only 2 Day PreK students only need to serve 14 hours), an exemption for the hours not needed has already been entered. So, for families with a 2 day PreK student, they should see a “Part Time Student Exemption” of 22 hours (=36-14), leaving 14 hours to fulfill their service commitment. Again, each family should look to fulfill the 36 hour requirement in FACTS.

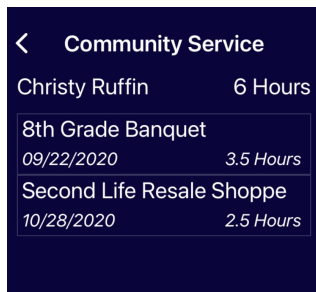
Need more info on the CPCS service program? Visit our [website](#) to read details about the program including the hour requirements by family. Email volunteers@crownpointchristian.org with policy questions.

How to view service hours using the **Mobile RenWeb(FACTS) Parent App**:

- Open the RenWeb Parent App on your device and login (Use CP-IN as the district code.)
- From the main menu, choose Family then Service Hours to view your hours.



- Your family’s total hours are displayed at the bottom of the screen.
- You may see grandparents as part of your family, but the hours will only be recorded under the parent, even if the hours were worked by the grandparent (ie: 2nd Life).
- Click on each parent to view the details



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How to view your family's service hours using the **FACTS Parent Portal (website)**:

- Open the Parent Portal from the link at the top of the CPCS website and login (Use CP-IN as the district code.)
- From the main menu, choose *Family*, then *Service Hours*, to view your hours.

The screenshot shows the Crown Point Christian School Parent Portal. The 'Family' menu item is circled in orange. The 'Family Members' dropdown menu is open, showing 'Orestes Ruffin (Fath)' circled in orange. A note says 'Use the dropdown to look for hours recorded under the other parent.' The 'Service Hours' table is shown with the following data:

Date	Description	Hours
10/21/2020	Second Life Resale Shoppe	5.5
Total:		5.5

A note points to the '5.5' in the 'Hours' column: 'Hours are NOT totaled by family on the website version.'

- Click on the down arrow and change the parent to view the remaining hours:

The screenshot shows the 'Service Hours' table for Christy Ruffin (Moth). The dropdown menu is set to 'Christy Ruffin (Moth)'. The table shows the following data:

Date	Description	Hours
9/22/2020	8th Grade Banquet	3.5
10/28/2020	Second Life Resale Shoppe	2.5
Total:		6.0

Volunteer Hours Entry Timing

- If you served **at school**, and signed in with the pink sheet, those hours are entered *monthly*.
- If you served **at 2nd Life**, or someone served for you, these hours are entered *weekly*.
 1. Confirm that you/they signed in on 2nd Life's volunteer check-in form and clearly indicated the CPCS family. We have MANY families with the same last name, so be very clear when signing in (ie: "Christy Ruffin", not just "Ruffins")
 2. Refer the [website](#) to view the 2nd Life specific guidelines established by the 2nd Life Board.
- If you served **outside school on a pre-approved project**, report your hours to the board member or committee chair who approved the project. They will approve and submit for posting to FACTS.
- Board members, staff and exempt Committee members will be updated at the beginning of the year.

Service Hour Entry Questions / Concerns? Email servicehours@crownpoinchristian.org the details of your service (when, what, # of hours) along with who approved the hours, if applicable.