

Parent Hours Tracking Instructions

June 1, 2011 - May 31, 2012

Attached is your new 2011-2012 Parent Hours Tracking Card, as well as a copy of it on regular paper. Hours you accumulate after May 31, 2011 can be counted for next year. ☺

More information on Parent Hours Guidelines will be available in the 2011-2012 St. Catherine School Handbook. Meantime, if you have any questions, feel free to contact Joy Spohn at 683-0154.

Along with the diocese, we are adopting new interactive software on which you should be able to update your own hours. The software will not be in place until fall 2011. In the meantime, you can record your hours on this form. Reminder, the cardstock is the 'official copy'; the plain paper is a copy of the card for your records. This will serve as your "official" copy and will come in handy to track hours when your CARD is being tallied. (It will also help us greatly in the event of a lost card.)

Have a great summer!

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The Department of Education for the Diocese of San Jose has adopted new interactive software on which you should be able to post your own hours. School staff will be receiving training in August. In the meantime, please use these cards to document your service hours. Instructions on how to fill out Parent Hours Card:

1. Fill in family name and phone number.
2. Fill in date of when parent hours were completed.
3. Fill in teacher's name or committee chairperson's name.
4. Fill in description of activity.
5. Fill in hours completed for each activity. **DO NOT double your hours for yard duty or hot lunch.** This will be completed by the Parent Hours Committee.
6. **DO NOT** write in the Cumulative Hours column. This will be completed by the Parent Hours Committee and will serve as your record of Parent Hours completed throughout the year.
7. **DO** make sure you record your hours on your plain paper copy.
8. Submit the card to school regularly throughout the year. Hours will be tallied, recorded and card will be signed and sent back to you so you can resubmit it with more hours. Our goal is to record your hours and return your card in a timely manner.
9. Remember to track any hours worked over the summer on your card and submit it to the school when school resumes in August.

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