



FAQ: Frequently Asked Questions about Community Service for Staff

Q: *Can students use middle school community service hours toward their HS graduation requirement?*

A: Yes, students can earn up to 25 community service hours in the eighth grade and these hours may count towards their high school graduation requirement. The service activity still must meet the requirements of community service hours. Middle school counselors will document hours in the student information system prior to students entering the ninth grade.

Q: *What types of community service can students complete?*

A: Students may complete community service that falls into these three categories:

1. **Direct Service:** face-to-face contact between DCPS students and beneficiaries of the community service
2. **Indirect Service:** support provided by students on issues related to the community, including fundraising, collections, and providing technical assistance.
3. **Advocacy:** students participate in tasks to influence change in their community, including letter writing and presenting before public officials. Advocacy tasks must remain non-partisan in nature.

Q: *Where can I access the community service hour form?*

A: Staff members can access the community service hour form [here](#). The community service POC or school counselor will have paper copies of the community service form at the middle or high school.

Q: *When do students need to submit community service hours to their school community service coordinator or POC?*

A: Students should submit their community service hour form within 30 days of completing the community service hours. For graduating seniors, all remaining community service hours that count towards meeting the 100-hour graduation requirement are due by the Friday before the Memorial Day holiday in May.

Q: *How can schools verify community service hours?*

A: The community service person of contact (POC) or counselor must ensure that students include the tax ID (EIN#) on the community service form. You can also verify tax ID numbers on the IRS website. If the POC cannot find the tax ID number, the POC can contact the site supervisor listed on the community service form. Community service POCs may request



more information from the student or site supervisor.

Q: *Who can I contact to verify my student's community service hour progress?*

A: Please contact your community service point of contact (POC) or school counselor to verify your student's community service progress.

Q: *Can students create their own community service hour experience?*

A: Any new community service opportunity must receive pre-approval from the DCPS Counseling Team. Please email us at DCPS.Counseling@k12.dc.gov.

Q: *In the event of school closure, can students complete virtual community service opportunities?*

A: Yes, students can complete virtual community service opportunities in the event of school closure. The DCPS Counseling team will forward all virtual community service opportunities to school counselors. Students and families can also access virtual community service opportunities on [our Twitter page](#).