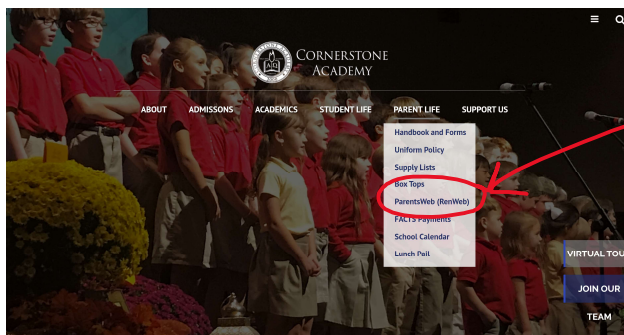


Logging parent volunteer hours in FACTS

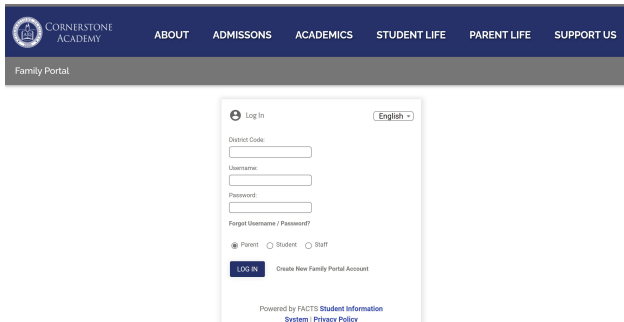
Each Cornerstone family is required to serve 30 volunteer hours each year. Families who do not meet the required volunteer hours are charged \$20.00 *per hour* missed. Volunteer hours provide an opportunity to learn and to be involved more in your child's school, as well as reducing operational costs which would/will need to be staffed otherwise. Many opportunities are available for serving such as cleaning the classroom, helping with field trips, substitute teaching, assisting as per your child's teacher request, helping at events, etc.

Here are some easy to follow steps for logging your volunteer hours into FACTS.

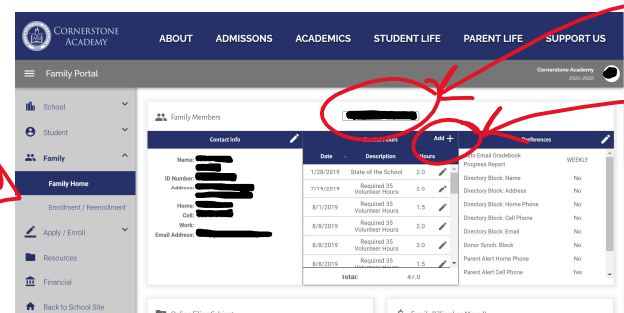
1. From Cornerstone's website (www.cornerstoneacademy.school), click on ParentsWeb.



2. Log into your family portal account using District Code COR-FL and your username and password.



3. This will bring you to your Family Portal. Choose your family home page.



Choose parent name from drop down window.

Then, click "Add"

4. You should now see the following screen. Type in the date, number of hours, and description of volunteer hours. Notes and Verified by fields are not necessary.

The screenshot shows the 'Service Hours - Add' form in the Family Portal. The form has the following fields: Name (redacted), Date (09/10/2021), Hours (input field), Description (dropdown menu with a red arrow pointing to it), Note (input field), and Verified By (input field). A Save button is located at the bottom of the form. The left sidebar shows navigation options: School, Student, Family, Family Home, Enrollment / Reenrollment, Apply / Enroll, Resources, Financial, and Back to School Site.

For “Description”, you may have to choose “[type a custom value]” and then type in your description.

Once finished, click Save and your hours will be logged in and ready for review at the end of the year.

If you have any questions, please contact Amber Livingston at office@ca.school.