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**HIGH SCHOOL**  
**INTEROFFICE MEMORANDUM**

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**TO:** REGISTRAR  
**FROM:** ADVISEMENT TEACHER  
**SUBJECT:** VERIFICATION OF COMMUNITY SERVICE HOURS AND ESSAY  
COMPLETION  
**DATE:** \_\_\_\_\_

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This is to verify that \_\_\_\_\_ has completed 75 hours  
of community service and has completed the Experience Summary Form.

Student ID \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ (Homeroom Teacher)

## COMMUNITY SERVICE VERIFICATION FORM

Student Name \_\_\_\_\_ IC ID# \_\_\_\_\_  
 School Name \_\_\_\_\_ **High School** \_\_\_\_\_ Date of High School Entry \_\_\_\_\_  
 Phone Number **404-802-3100** \_\_\_\_\_

Name of Site	Type of Activity	No. of Hours	Date Completed	Verified by
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

This is to certify that the above named student has completed the 75-Hour Community Service requirement, including a final composition, as prescribed by the Atlanta Board of Education.

Signature of Advisor \_\_\_\_\_ (Homeroom Teacher)

# DUTIES OF THE COMMUNITY – COURSE 70.0410001

## EXPERIENCE SUMMARY FORM

NAME \_\_\_\_\_ SCHOOL High School GRADE \_\_\_\_\_

Please provide the following information about your Community Service experience.

(USE COMPLETE SENTENCES)

1. Where did you complete the 75 hours of volunteer service?

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2. What were your duties?

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3. What did you gain from this experience?

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4. What do you feel you contributed?

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You may use a plain sheet of paper for additional information if needed.