



EDISON HIGH SCHOOL

Your potential, illuminated.

2019 - 2020 Documentation for Service Learning Hours

Hours are due **January 10, 2020**. Service Learning Paper is due **February 7, 2020**.

Students are required to document a minimum of 15 hours for new students and 20 hours for returning students each year that they attend Edison High School.

To Whom It May Concern:

Please fill out the following information for documentation of the student's work with your organization.

_____ (student name)

has been volunteering or engaged in work experience with

_____ (your organization).

Supervisor Name: _____

Address: _____

Phone Numbers: _____

In order to convert the student's volunteer or work experience into credit at our high school, we need to have documentation of the number of hours they have been involved with you.

Activities: _____

Beginning date: _____

Ending date: _____

Total number of hours volunteered during the above time period: _____

Signature: _____

Thank you for your consideration and help.

Sincerely,

Kassie Evans Halpin, Service Learning Coordinator
Edison High School 9020 SW Beaverton Hillsdale Hwy, Portland, OR 97225