



# Student Service Learning Hours

## SchoolMAX



Version 1.7  
Updated 2/17/2010

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# Getting Started

Graduation Standards for Prince George's County Public Schools requires high school students to complete a set number of student service learning hours before graduation. Students can begin earning service hours the summer before Sixth Grade. The requirements depend on the year they graduate:

- Students who graduate prior to 2014 must complete 36 hours.
- Students scheduled to graduate in 2014 or after must complete 24 hours.

If you are the designated Service Learning Hours Coordinator designated by your principal, you must use SchoolMAX to enter service hours. However, SchoolMAX only displays the service hours that the student has earned at your school. It does *not* display hours earned at other schools.

To view service hour earned at other schools, you must use the Apex Reporting tool. When working with Service hours, have one browser tab open in SchoolMax for hour entry and another browser tab open in Apex to verify that the data is correct.

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NOTE: In addition to the electronic records in SchoolMAX, you must also retain any hard copies or other paper records submitted for service hour entry.

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In this guide, you will learn how to:

- Verify past service hour details that have been entered at your school or another school.
- Enter service hours.
- Edit or remove entered service hours.
- Add the Service Hour Graduation Standard for students that are new to the county.
- Create a list of student service hours earned by grade or for an entire school.

# Verify Service Hours

Before you enter service hours for a student, it is good idea to check if those hours have already been entered in SchoolMAX and viewed in the Apex Reporting tool. SchoolMAX does not show any service hour earned at other schools. SchoolMAX does not notify you if you are entering duplicate information.

1. Log in to SchoolMAX. Select SchoolMAX from the Employees drop-down on the PGCPs website.



2. Or go to <https://sis.pgcps.org/schoolmax>

**? System Login**

District:

Username:

Password:

**Important System Announcement:** During the open grading period, if you need any help on grading please refer to the [Grading Tutorials](#)

Helpful Hints	Quick Links
<p>▶ <b>Forgot password or need further assistance?</b> Send an email to <a href="mailto:HelpDesk@pgcps.org">HelpDesk@pgcps.org</a> or call (301) 386-1549.</p> <p>▶ <b>Need SchoolMAX training?</b> Call Technology Training Team at (301) 952-6251 for information &amp; schedule.</p>	<p>▶ <a href="#">SchoolMAX Training Documentation &amp; Online Tutorials</a> Training Material From Technology Training</p> <p>▶ <a href="#">APEX Reports</a></p>

3. In the lower right corner of the login screen click **APEX Reports**.

## Login

User Name

Password

4. Login with your employee **User Name** and **Password**, then click **Login**.

Home

Home

School Reports

School THOMAS G PULLEN : 18514

District Reports

5. Click **Service Hour Report**.

Home Missing Grade **Service Hour** Missing Attendance Report Missing Assignment Gradebook Setup(School) Reports

Home > Service Hours

School Name 18514 :THOMAS G PULLEN

Student Number

Grade All Grades

6. Enter the student ID in the **Student Number** field.
7. Click **Go**.

Home Missing Grade **Service Hour** Missing Attendance Report Missing Assignment Gradebook Setup(School)

Home > Service Hours

School Name 18514 :THOMAS G PULLEN

Student Number 000429945

Grade All Grades

Service Hour Summary Report

School Name	Ext Student Number	First Name	Last Name	Middle Name	Grade	Hours Required	Hours Completed	Service Hr. Details
THOMAS G PULLEN	000429945	ALEXUS	CARTER	NICOLE	07	24	91	

Export to CSV 1 - 1

8. To view the details for a student, click the **Service Hour Detail**  icon on the right side of the screen.

Select Criteria

Student Number

Service Hour Detail

[Back to Summary](#)

Student Number	Last Name	First Name	Middle Name	Date Of Service ▲	Hours Obtained
000429945	CARTER	ALEXUS	NICOLE	24-OCT-07	5
000429945	CARTER	ALEXUS	NICOLE	10-DEC-07	6
000429945	CARTER	ALEXUS	NICOLE	08-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	09-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	10-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	15-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	16-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	17-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	22-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	23-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	24-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	30-JUL-08	8

[Export to csv](#)

1 - 12

9. Check hours already obtained.
10. Click **Export to CSV** if you want to export the list to a file that can be opened in Microsoft Excel to sort or print.

# Add Service Hours

Once you verify that the service hours have not already been entered, you can enter the new hours in SchoolMAX. Be sure to retain any had copy records of service hours as well.

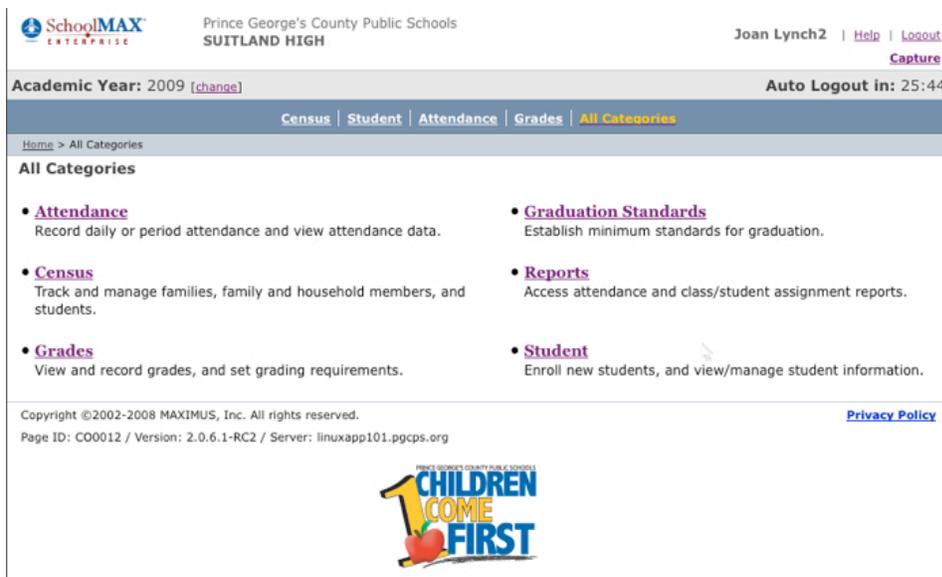
1. Log in to SchoolMAX. Select SchoolMAX from the Employees drop-down on the PGCPS website.



2. Or go to <https://sis.pgcps.org/schoolmax>



3. Log in using your regular Windows login. The SchoolMAX Categories page appears.



4. Click **Graduation Standards**.

Academic Year: 2009 [\[change\]](#) Auto Logout in: 28:59

[Census](#) | [Student](#) | [Attendance](#) | [Grades](#) | [All Categories](#)

[Home](#) > [Graduation Standards](#)

### Graduation Standards Menu

- [Community Service Assignments](#)
  - [by Category](#)
  - [by Student](#)

5. Click **by Student** in the **Community Service Assignments** section.

Academic Year: 2009 [\[change\]](#) Auto Logout in: 29:05

[Census](#) | [Student](#) | [Attendance](#) | [Document Tracking](#) | [Grades](#) | [Administration & Setup](#) | [State Reports](#) | [Scheduling](#) | [All Categories](#)

[Home](#) > [Student](#) > Student Search

### Student Search

Family Member/ Student Number:

Last Name:  Search Type:

First Name:  Search Type:

SSN:

Birthdate:

Gender:

Grade Level:  Second Grade  Eleventh Grade  
 Ninth Grade  Twelfth Grade  
 Tenth Grade

Special Concerns:

Enrollment Status:

### Caretaker Information

Last Name:  Search Type:

First Name:  Search Type:

6. Enter search criteria for the student and click **Search**.

[Census](#) | [Student](#) | [Attendance](#) | [Document Tracking](#) | [Grades](#) | [Administration & Setup](#) | [State Reports](#) | [Scheduling](#) | [All Categories](#)

[Home](#) > [Student](#) > Student Search

### Student Search

**Search Results** Sort by:

Displaying 1-20 of 254 Items Page: 1 of 13 [\[next>\]](#)

Family Member/ Student Number	Student Name	Grade Level	Begin Enrollment Date	Enrollment Status	Gender	Date Of Birth	Track	House
<a href="#">000544825</a>	SAAD, FELICIA RENE'	09	07/01/2008	Enrolled	Female	04/25/1993		
<a href="#">000554363</a>	SAAD, GIRUM	11	07/01/2008	Enrolled	Male	01/18/1991		
<a href="#">000337282</a>	SACHIDANANDA, VIGNESH (ml)	11	07/01/2008	Enrolled	Male	07/11/1991		

7. Click the **Family Member/Student Number** link.

Student: SAAD, FELICIA RENE' [Change] Alerts: None  
 ID No.: 544825 Enrolled Grade: 10  
 Date of Birth: 04/25/1993 Gender: Female

Student Info | Contacts | Enrollment | Attendance | Grades | Student Schedule

**Student Assigned Graduation Standards**

Displaying 1-2 of 2 Items

Graduation Standards Group ID	Graduation Year	Diploma Type
1085	5912	Report Card 9-12
1131	4444	Service Hours for MSDE Diploma

- The Grad Standards Group ID is different for each school. Select the one that has Graduation Year 4444 if the student graduates before 2014. This indicates the 36 hour requirement. Select the Graduation Year 4445 if the student graduates in 2014 or after. This indicates the 24 hour requirement. If the appropriate grad standard is not displayed, see “Missing Graduation Standards” later in this guide to learn how to add the standard to the student record.

Student Info | Contacts | Enrollment | Attendance | Grades | Student Schedule

**Community Service Requirements**

Required Hours: 36.0  
 Hours Obtained: 0.0  
 Hours Remaining: 36.0

Graduation Standard: 4444 - Service Hours for MSDE Diploma

**Community Services by Category**

Category: Service Learning Hours

Category Total	Required Hours	Hours Obtained	Hours Remaining
	36.0	0.0	36.0

**Hours**

**Adding Hours**

Date of Service:

\* Category:

Service Description:

Hours Obtained:

Save Cancel

- Enter the date that the service hours were performed in the **Date of Service** field.
- Select **Service Learning Hours** from the **Category** drop-down list.

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NOTE: If you see the message “Data for the pick list is missing .Please populate first.” in the **Category** drop-down list, you must add the Graduation Standard before you can proceed. See “Missing Graduation Standards” to learn more.

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- Enter a brief description of the service in the **Service Description** text box.
- Enter **Hours Obtained** with a decimal point in hour or half our increments. For example 4.0 or 4.5.
- Click **Save**.

**Community Service Requirements**

Required Hours: 36.0  
 Hours Obtained: 2.0  
 Hours Remaining: 34.0

Graduation Standard: 4444 - Service Hours for MSDE Diploma

**Community Services by Category**

Category: Service Learning Hours

	Required Hours	Hours Obtained	Hours Remaining
Category Total	36.0	2.0	34.0

14. Notice that **Hours Remaining** and **Hours Obtained** are updated. Click the plus  icon to see the detailed Service Hours list.

<a href="#">Student Info</a>	<a href="#">Contacts</a>	<a href="#">Enrollment</a>	<a href="#">Attendance</a>	<a href="#">Grades</a>	<a href="#">Student Schedule</a>
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**Community Service Requirements**

Required Hours: 36.0  
 Hours Obtained: 2.0  
 Hours Remaining: 34.0

Graduation Standard: 4444 - Service Hours for MSDE Diploma

**Community Services by Category**

Category: Service Learning Hours

	Required Hours	Hours Obtained	Hours Remaining
Category Total	36.0	2.0	34.0

Date Of Service	Service Description	Hours Obtained	
2009-11-05	Volunteer at a soup kitchen	2.0	<a href="#">[Edit]</a> <a href="#">[Delete]</a>

15. In SchoolMAX, you can only see hours entered at your school. To see hours that were entered in other schools, switch to the Apex tool described in the previous section, "Verify Service Hours".

SIS Reports

Home > Service Hours > Service Hours [Details]

Select Criteria

Student Number  [Go](#)

Service Hour Detail

[Back to Summary](#)

Student Number	Last Name	First Name	Middle Name	Date Of Service ▲	Hours Obtained
000429945	CARTER	ALEXUS	NICOLE	24-OCT-07	5
000429945	CARTER	ALEXUS	NICOLE	10-DEC-07	6
000429945	CARTER	ALEXUS	NICOLE	08-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	08-11-08	2

16. You need to refresh the Apex browser window to see the updated data. Click the Refresh  icon.

# Service Hours Correction

If you make a mistake or received incorrect information and need to reduce or remove a service hour time entry, you cannot correct it in the same procedure you use to add hours.

To reduce or remove the number of hours in a service hour entry:

Academic Year: 2009 [\[change\]](#) Auto Logout in: 28:59

[Census](#) | [Student](#) | [Attendance](#) | [Grades](#) | [All Categories](#)

[Home](#) > [Graduation Standards](#)

### Graduation Standards Menu

- [Community Service Assignments](#)
  - [by Category](#)
- [by Student](#)

1. Go to **Graduation Standards** and click **By Student** in **Community Service Assignments**.

Academic Year: 2009 [\[change\]](#) Auto Logout in: 29:05

[Census](#) | [Student](#) | [Attendance](#) | [Document Tracking](#) | [Grades](#) | [Administration & Setup](#) | [State Reports](#) | [Scheduling](#) | [All Categories](#)

[Home](#) > [Student](#) > [Student Search](#)

### Student Search

Family Member / Student Number:

Last Name:  Search Type: [Starts With](#)

First Name:  Search Type: [Starts With](#)

SSN:

Birthdate:

Gender: [- Please Select -](#)

Grade Level:  [Second Grade](#)  [Eleventh Grade](#)  
 [Ninth Grade](#)  [Twelfth Grade](#)  
 [Tenth Grade](#)

Special Concerns: [- Please Select -](#)

Enrollment Status: [- Please Select -](#)

### Caretaker Information

Last Name:  Search Type: [Starts With](#)

First Name:  Search Type: [Starts With](#)

2. Enter search criteria for the student and click **Search**.

Family Member/ Student Number	Student Name	Grade Level	Begin Enrollment Date	Enrollment Status	Gender	Date Of Birth	Track	House
<a href="#">000544825</a>	SAAD, FELICIA RENE'	09	07/01/2008	Enrolled	Female	04/25/1993		
<a href="#">000554363</a>	SAAD, GIRUM	11	07/01/2008	Enrolled	Male	01/18/1991		
<a href="#">000337282</a>	SACHIDANANDA, VIGNESH (ml)	11	07/01/2008	Enrolled	Male	07/11/1991		

3. Click the **Family Member/Student Number** link.

Student Info	Contacts	Enrollment	Attendance	Grades	Student Schedule									
<p><b>Student: SAAD, FELICIA RENE'</b> <a href="#">[Change]</a></p> <p>ID No.: 544825      Alerts: None  Date of Birth: 04/25/1993      Enrolled Grade: 10  Gender: Female</p>														
<p><b>Student Assigned Graduation Standards</b></p> <p>Displaying 1-2 of 2 Items</p> <table border="1"> <thead> <tr> <th>Graduation Standards Group ID</th> <th>Graduation Year</th> <th>Diploma Type</th> </tr> </thead> <tbody> <tr> <td><a href="#">1085</a></td> <td>5912</td> <td>Report Card 9-12</td> </tr> <tr> <td><a href="#">1131</a></td> <td>4444</td> <td>Service Hours for MSDE Diploma</td> </tr> </tbody> </table>						Graduation Standards Group ID	Graduation Year	Diploma Type	<a href="#">1085</a>	5912	Report Card 9-12	<a href="#">1131</a>	4444	Service Hours for MSDE Diploma
Graduation Standards Group ID	Graduation Year	Diploma Type												
<a href="#">1085</a>	5912	Report Card 9-12												
<a href="#">1131</a>	4444	Service Hours for MSDE Diploma												

4. The Grad Standards Group ID is different for each school. Select the one that has Graduation Year 4444 if the student graduates before 2014. This indicates the 36 hour requirement. Select the Graduation Year 4445 if the student graduates in 2014 or after. This indicates the 24 hour requirement. If the appropriate grad standard is not displayed, see “Missing Graduation Standards” later in this guide to learn how to add the standard to the student record.

Student Info	Contacts	Enrollment	Attendance	Grades	Student Schedule								
<p><b>Community Service Requirements</b></p> <p>Required Hours: 36.0      Graduation Standard: 4444 - Service Hours for MSDE Diploma  Hours Obtained: 0.0  Hours Remaining: 36.0</p> <p><b>Community Services by Category</b></p> <p>Category: Service Learning Hours</p> <table border="1"> <thead> <tr> <th>Category Total</th> <th>Required Hours</th> <th>Hours Obtained</th> <th>Hours Remaining</th> </tr> </thead> <tbody> <tr> <td></td> <td>36.0</td> <td>0.0</td> <td>36.0</td> </tr> </tbody> </table> <p><b>Hours</b></p> <p><b>Adding Hours</b></p> <p>Date of Service: <input type="text"/></p> <p>* Category: <input type="text" value="- Please Select -"/></p> <p>Service Description: <input type="text"/></p> <p>Hours Obtained: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>						Category Total	Required Hours	Hours Obtained	Hours Remaining		36.0	0.0	36.0
Category Total	Required Hours	Hours Obtained	Hours Remaining										
	36.0	0.0	36.0										

5. Click the plus  icon to see the detailed Service Hours list.



Select Criteria

Student Number

Service Hour Detail

[Back to Summary](#)

Student Number	Last Name	First Name	Middle Name	Date Of Service ▲	Hours Obtained
000429945	CARTER	ALEXUS	NICOLE	24-OCT-07	5
000429945	CARTER	ALEXUS	NICOLE	10-DEC-07	6
000429945	CARTER	ALEXUS	NICOLE	08-JUL-08	8
000429945	CARTER	ALEXUS	NICOLE	08-JUL-08	8

11. You need to refresh the Apex browser window to see the updated data. Click the Refresh icon.



# Service Hours by Category

If you have a group of students who all earned services hours on the same date, you can enter them at once using the Service Hours by Category feature.

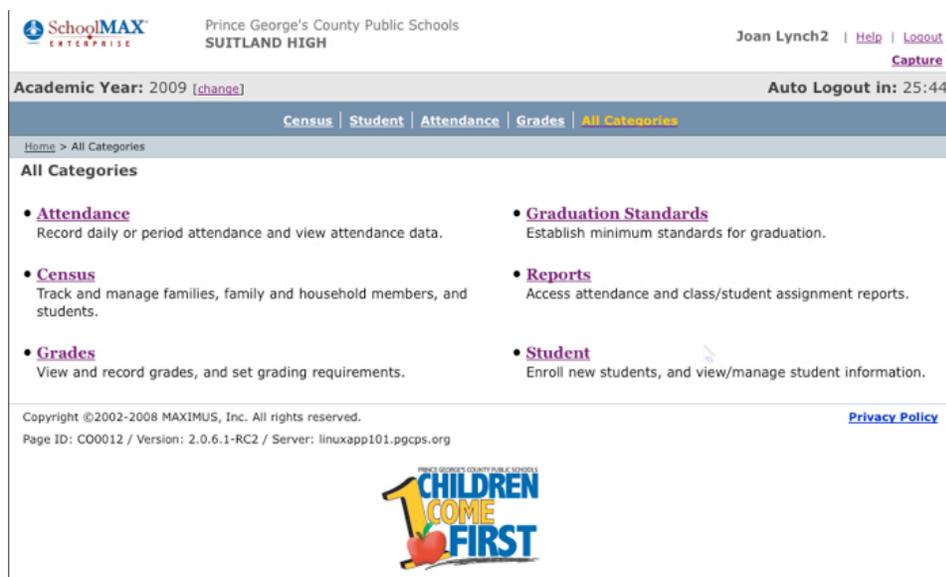
1. Log in to SchoolMAX. Select SchoolMAX from the Employees drop-down on the PGCPS website.



2. Or go to <https://sis.pgcps.org/schoolmax>



3. Log in using your regular Windows login. The SchoolMAX Categories page appears.



4. Click **Graduation Standards**.

Academic Year: 2009 [\[change\]](#) Auto Logout in: 28:59

[Census](#) | [Student](#) | [Attendance](#) | [Grades](#) | [All Categories](#)

[Home](#) > Graduation Standards

### Graduation Standards Menu

- [Community Service Assignments](#)
  - [by Category](#)
  - [by Student](#)

5. Click **by Category** in the **Community Service Assignments** section.

[Census](#) | [Student](#) | [Attendance](#) | [Grades](#) | [Administration & Setup](#) | [Scheduling](#) | [All Categories](#)

[Home](#) > [Graduation Standards](#) > [Community Service Assignments](#) > Graduation Standard List

**School: BOWIE HIGH** **Campus: HSC**  
**School Number: 14323** **School Type: High School**

### Standards

*Displaying 1-2 of 2 Items*

Graduation Standards Group ID	Graduation Year	School Name	Diploma Type
<a href="#">1123</a>	4444	BOWIE HIGH	Service Hours for MSDE Diploma
<a href="#">1077</a>	5912	BOWIE HIGH	Report Card 9-12

6. The Grad Standards Group ID is different for each school. Select the one that has Graduation Year 4444 if the student graduates before 2014. This indicates the 36 hour requirement. Select the Graduation Year 4445 if the student graduates in 2014 or after. This indicates the 24 hour requirement. If the appropriate grad standard is not displayed, see “Missing Graduation Standards” later in this guide to learn how to add the standard to the student record.

[Home](#) > [Graduation Standards](#) > [Community Service Assignments](#) > [by Category](#)

### Graduation Standard: 4444 - Service Hours for MSDE Diploma

**?** **Community Service Categories** Sort by:

*Displaying 1-1 of 1 Items*

Community Service Category ID	Community Service Category	Description	Associated Options	Required Hours
<a href="#">01</a>	Service Learning Hours	Service Learning Hours	0	36.0

7. Click the **Community Service Category ID** number link.

**Graduation Standard: 4444 - Service Hours for MSDE Diploma**

**Community Service Category:** Service Learning Hours

**Required Hours:** 36.0

Select	Family Member/ Student Number	Student Name	Gender	Date Of Birth	Enrolled Grade	Hours Obtained	Hours Remaining
Please add students.							

8. Click Add Student.

**Graduation Standard: 4444 - Service Hours for MSDE Diploma**

**Community Service Category:** Service Learning Hours

**Required Hours:** 36.0

**Family Member/ Student Number:**   
**Last Name:**  **Search Type:** Starts With   
**First Name:**  **Search Type:** Starts With   
**Birthdate:**   
**Gender:**   
**Grade Level:**
 Select All / Unselect All  
 Ninth Grade  Eleventh Grade  
 Ninth Grade (CRI, First Year)  Eleventh Grade (CRI, First Year)  
 Ninth Grade (CRI, Second Time)  Eleventh Grade (CRI, Second Year)  
 Tenth Grade  Twelfth Grade  
 Tenth Grade (CRI, First Year)  Twelfth Grade (CRI, First Year)

**Enrollment Status:**

9. Enter search criteria, such as **Grade Level**, that includes all of the students you want to enter service hours for.

10. Click **Search Students**.

**Graduation Standard: 4444 - Service Hours for MSDE Diploma**

**Community Service Category:** Service Learning Hours

**Required Hours:** 36.0

**Search Results** **Sort by:** Name(Last,First)

Displaying 1-20 of 668 Items

Page: 1 of 34 [next>](#)

Select <input type="checkbox"/>	Family Member/ Student Number	Student Name	Grade Level	Gender	Date Of Birth	Enrollment Status	Track	House
<input type="checkbox"/>	000505015	ABDUL-BARR, KEALAH	11	Female	04/08/1993			
<input type="checkbox"/>	000381190	ABDULLAH, ABDUL	11	Male	06/21/1993			
<input type="checkbox"/>	000461033	ABUBAKAR, ADEDOYIN	11	Male	05/05/1992			

11. Select the check box next to students on the first page that you want to include.

<input type="checkbox"/>	000383000	AKRAM, ABU-UL	11	Male	11/25/1993
<input type="checkbox"/>	000528694	AKU, LORETTA	11	Female	12/11/1993
<input type="checkbox"/>	000371199	AKUNURI, PRIYANKA	11	Female	08/19/1993

Page: 1 of 34 [next>](#)

Go to Results Page:

12. If you have selected all the students you need to add, click **Add Selected**. If you need to add more students, click **Add & Next** to add the currently selected students and continue to the next page and repeat this step until all students have been added, then click **Add Selected**.

Home > Graduation Standards > Community Service Assignments > by Category > Category Roster

**Graduation Standard: 4444 - Service Hours for MSDE Diploma**

**Community Service Category:** Service Learning Hours **Required Hours:** 36.0

Displaying 1-4 of 4 Items

Select	Family Member/ Student Number	Student Name	Gender	Date Of Birth	Enrolled Grade	Hours Obtained	Hours Remaining
<input type="checkbox"/>	<a href="#">000369045</a>	AGUILAR, GERALDINE	Female	11/13/1993	11	101.0	0.0
<input type="checkbox"/>	<a href="#">000422698</a>	BABATUNDE, OLAJUMOKE	Female	05/21/1993	11	94.0	0.0
<input type="checkbox"/>	<a href="#">000372718</a>	BEEBE, DEANNA	Female	09/04/1993	11	28.0	8.0
<input type="checkbox"/>	<a href="#">000575122</a>	BOTTOMS, DELVONTE	Male	05/02/1993	11	0.0	36.0

13. If you need to add more students to the list, click **Add Students** again.

14. To add service hours, select the check box next to the students you want to add hours to, and click **Update Hours**.

Home > Graduation Standards > Community Service Assignments > by Category > Category Roster

**Graduation Standard: 4444 - Service Hours for MSDE Diploma**

**Community Service Category:** Service Learning Hours **Required Hours:** 36.0

**Date of Service:**

Displaying 1-4 of 4 Items

Select	Family Member/ Student Number	Student Name	Gender	Date Of Birth	Enrolled Grade	Hours Obtained	Hours Remaining	Update Hours
<input checked="" type="checkbox"/>	<a href="#">000369045</a>	AGUILAR, GERALDINE	Female	11/13/1993	11	101.0	0.0	<input type="text"/>
<input checked="" type="checkbox"/>	<a href="#">000422698</a>	BABATUNDE, OLAJUMOKE	Female	05/21/1993	11	94.0	0.0	<input type="text"/>
<input checked="" type="checkbox"/>	<a href="#">000372718</a>	BEEBE, DEANNA	Female	09/04/1993	11	28.0	8.0	<input type="text"/>
<input checked="" type="checkbox"/>	<a href="#">000575122</a>	BOTTOMS, DELVONTE	Male	05/02/1993	11	0.0	36.0	<input type="text"/>

**Hours Obtained Options:**

15. Enter the number of hours to add for each student in the **Update Hours** column.
16. If the number is the same for all students, you can select **Add this total to the selected students** from the **Hours Obtained Options** drop-down menu and enter the total in the text box.
17. Once you have either added individual numbers for each student or added a total that applies to all students, click **Save Changes**.

Home > Graduation Standards > Community Service Assignments > by Category > Category Roster

**Graduation Standard: 4444 - Service Hours for MSDE Diploma**

**Community Service Category:** Service Learning Hours **Required Hours: 36.0**

Displaying 1-4 of 4 Items

Select <input type="checkbox"/>	Family Member/ Student Number	Student Name	Gender	Date Of Birth	Enrolled Grade	Hours Obtained	Hours Remaining
<input type="checkbox"/>	000369045	AGUILAR, GERALDINE	Female	11/13/1993	11	105.0	0.0
<input type="checkbox"/>	000422698	BABATUNDE, OLAJUMOKE	Female	05/21/1993	11	96.0	0.0
<input type="checkbox"/>	000372718	BEEBE, DEANNA	Female	09/04/1993	11	34.0	2.0
<input type="checkbox"/>	000575122	BOTTOMS, DELVONTE	Male	05/02/1993	11	8.0	28.0

18. Verify that the new **Hours Obtained** total is correct. The Service Hours by Category function does not currently offer the ability to view details. To see the service hour details for an individual student, use the Service Hours by Student function described in the previous chapters.

# Missing Graduation Standards

There may be times when you need to add the Graduation Standard for your school. This could happen when a student is new to the county, or if they have earned Service Learning Hours at a different school. Often in those cases, when you try to add hours, you see the error message “Data for the pick list is missing. Please populate first” when you try to select a category.

You may also need to delete a group if the wrong one was selected originally.

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NOTE: When you delete a Graduation Standard group, any service hours already entered are lost. Before you delete the group, use the Apex tool to export the current service hours as described in the previous chapter, “Verify Service Hours”. Once you have saved a backup of the information, you can delete the incorrect group, add the correct group, then reenter the hours.

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1. Go to **Census > Households > Family Members**.

Family Member Search

Last Viewed: [000544825 SAAD, FELICIA](#)

Family Member/ Student Number:

Legal Last Name:  Search Type: Starts With

Legal First Name:  Search Type: Starts With

SSN:

State ID Number:

State ID Received Date:

Date Of Birth:

Gender:

School Number:  [\[Find School\]](#)

Household Number:  [\[Find Household\]](#)

Home Phone:

Family Member Type:

Inactive:

Dwelling Information

Dwelling Number:

House Number:

Street Pre Direction:

Street Name:  Search Type: Starts With

Street Tag:

Street Direction:

Unit Number:

City:  Search Type: Starts With

State:

Zip Code:

2. Enter search criteria and click **Search Family Member**.

Family Member Search

Family Member Search Results

Sort by: Legal Name (Last, First Middle)

Displaying 1-4 of 4 Items

Family Member/ Student Number	Legal Name (Last, First Middle)	Gender	Name (Last, First Middle)	Gender	Date Of Birth	Family Member Type	Enrollment Status	Last Enrollment School Year	School Number
<a href="#">000544825</a>	SAAD, FELICIA RENE'	Female	SAAD, FELICIA RENE'	Female	04/25/1993	Student	Enrolled	2009	21314
<a href="#">000554363</a>	SAAD, GIRUM	Male	SAAD, GIRUM	Male	01/18/1991	Student	Enrolled	2009	21314
<a href="#">000544815</a>	SAAD, TYRAI LACHELLE	Female	SAAD, TYRAI LACHELLE	Female	02/20/1996	Student	Enrolled	2009	06515,21106
<a href="#">000499994</a>	SAADIQ, RASHID SHAKIYL	Male	SAADIQ, RASHID SHAKIYL	Male	03/01/1997				

3. Select the **Family Member/Student Number** link.

**Family Member: SAAD, FELICIA** [\[Change Family Member\]](#)  
**Family Member/ Student Number: 000544825**  
**School Age: 16**

**Alerts: None**  
**Date Of Birth: 04/25/1993**

<a href="#">Identifying Info</a>	<a href="#">Demographics</a>	<a href="#">Transportation</a>	<a href="#">Court Orders</a>	<a href="#">Miscellaneous</a>
----------------------------------	------------------------------	--------------------------------	------------------------------	-------------------------------

**Identifying Information**

Last Updated: [06/30/2008](#)

**Names**

4. Scroll down to **Additional Options** at the bottom of the page.

**Additional Options**

- [Emergency Contacts](#)
- [Student Assigned Graduation Standards](#)

5. Click **Student Assigned Graduation Standards**.

**Family Member: SAAD, FELICIA** [\[Change Family Member\]](#)  
**Family Member/ Student Number: 000544825**  
**School Age: 16**

**Alerts: None**  
**Date Of Birth: 04/25/1993**

<a href="#">Identifying Info</a>	<a href="#">Demographics</a>	<a href="#">Transportation</a>	<a href="#">Court Orders</a>	<a href="#">Miscellaneous</a>
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**Student Assigned Graduation Standards**

Graduation Year	School Name	Diploma Type
No records were found.		

[Add Graduation Standard](#)

6. Click **Add Graduation Standard**.

Census | Student | Attendance | Document Tracking | Grades | Administration & Setup | State Reports | Scheduling | All Categories

Home > Census > Households > Family Member Search > Identifying Information > Student Assigned Graduation Standards

School: ELEANOR ROOSEVELT HIGH  
 School Number: 21314

Campus: HSC  
 School Type: High School

**Standards**

Displaying 1-2 of 2 Items

Graduation Standards Group ID	Graduation Year	School Name	Diploma Type
<a href="#">1131</a>	4444	ELEANOR ROOSEVELT HIGH	Service Hours for MSDE Diploma
<a href="#">1085</a>	5912	ELEANOR ROOSEVELT HIGH	Report Card 9-12

[Cancel](#)

7. Select the **Graduation Standard Group ID** number link for **Service Hours for MSDE Diploma**. The **Grad Standards Group ID** is different for each school. Select the one that has **Graduation Year 4444** if the student graduates before 2014. This indicates the 36 hour requirement. Select the **Graduation Year 4445** if the student graduates in 2014 or after. This indicates the 24 hour requirement.

Home > Census > Households > Family Member Search > Identifying Information > Student Assigned Graduation Standards

Family Member: SAAD, FELICIA [\[Change Family Member\]](#)  
 Family Member/ Student Number: 000544825  
 School Age: 16

Alerts: None  
 Date Of Birth: 04/25/1993

[Identifying Info](#) | [Demographics](#) | [Transportation](#) | [Court Orders](#) | [Miscellaneous](#)

**Student Assigned Graduation Standards**

Displaying 1-1 of 1 Items

Graduation Year	School Name	Diploma Type
4444	ELEANOR ROOSEVELT HIGH	Service Hours for MSDE Diploma <a href="#">[Delete]</a>

[Add Graduation Standard](#)

8. Verify that the standard has been added correctly.
9. Click **Delete** to remove a group.

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NOTE: At this time, SchoolMAX only shows hours a student has earned while enrolled at your school. To see a detailed list of all hours earned, check the Apex Reporting tool. Do *not* duplicate hours earned at other schools.

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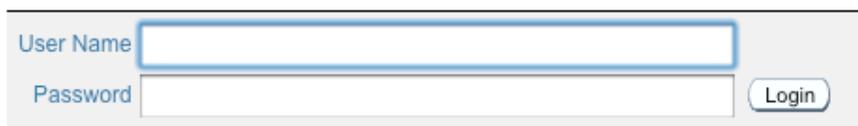
# Service Hours Reports

In addition to displaying service hours accrued at other schools and the details for service hour records, the Apex reporting tool allows you to view and export a list of student service hour records by grade level or for the entire school.

To create a service hour report:

1. Go to the Apex reporting link for SIS reports as described in the previous section, “Verifying Service Hours”.

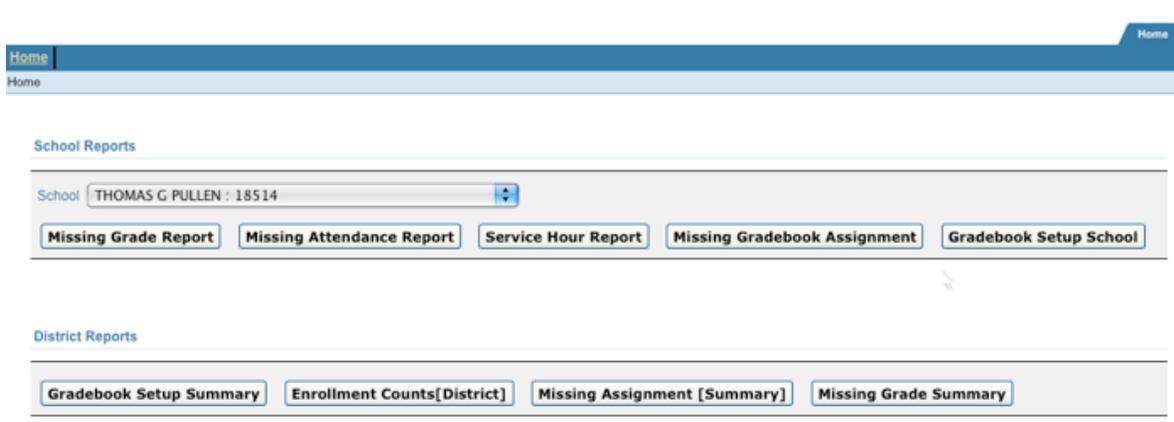
## Login



User Name

Password

2. Login with your employee **User Name** and **Password**, then click **Login**.



Home

Home

School Reports

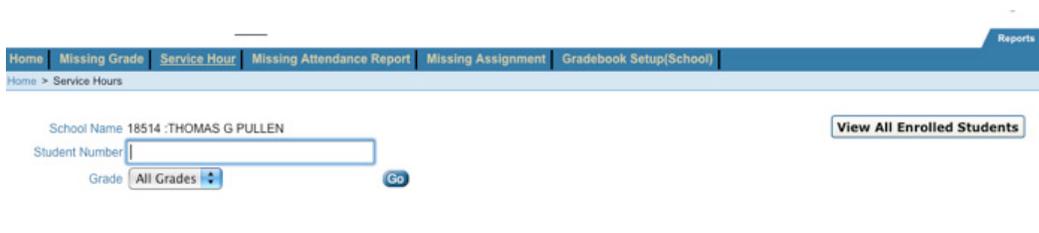
School THOMAS G PULLEN : 18514

Missing Grade Report Missing Attendance Report Service Hour Report Missing Gradebook Assignment Gradebook Setup School

District Reports

Gradebook Setup Summary Enrollment Counts [District] Missing Assignment [Summary] Missing Grade Summary

3. Click **Service Hour Report**.



Home Missing Grade Service Hour Missing Attendance Report Missing Assignment Gradebook Setup(School) Reports

Home > Service Hours

School Name 18514 : THOMAS G PULLEN

Student Number

Grade All Grades

4. To limit the list to a specific grade, select the grade from the **Grade** drop-down list.
5. Click **Go**.

Home Missing Grade **Service Hour** Missing Attendance Report Missing Assignment Gradebook Setup(School) Reports

Home > Service Hours

School Name: 18514 -THOMAS G PULLEN **View All Enrolled Students**

Student Number:

Grade: 07 **Go**

Service Hour Summary Report

School Name	Ext Student Number	First Name	Last Name	Middle Name	Grade ▲	Hours Required	Hours Completed	Service Hr. Details
THOMAS G PULLEN	000425267	CIARA	JONES	ABIGAIL	07	24	4	
THOMAS G PULLEN	000449954	KAYLA	SMITH	ALANI	07	24	4	
THOMAS G PULLEN	000425201	KENNETH	COOK II	ALEXANDER	07	24	4	
THOMAS G PULLEN	000423367	QUENCI	TRUESDALE	ALEXANDRA	07	24	4	
THOMAS G PULLEN	000408694	JESSICA	WALKER	ALISE	07	24	4	
THOMAS G PULLEN	000428863	IMANI	MATTHEWS	AMBER	07	24	4	
THOMAS G PULLEN	000425789	DAJA'	VINES	ANGELE	07	24	4	
THOMAS G PULLEN	000425215	ZIYAH	DICKERSON	ANGELIA	07	24	4	
THOMAS G PULLEN	000417946	BRIAN	BENNETT	ANGELO	07	24	4	
THOMAS G PULLEN	000480248	KAYLA	CHANEY	ANTOINETTE	07	24	4	
THOMAS G PULLEN	000437685	RONALD	JERRY	ANTONINE	07	24	4	
THOMAS G PULLEN	000430412	RANEICE	WATKINS	AUDREY	07	24	8	
THOMAS G PULLEN	000446806	MALIK	BURNETT	AUSTIN	07	24	4	
THOMAS G PULLEN	000422978	JELANI	JACKSON	AYINDE	07	24	4	
THOMAS G PULLEN	000425265	KYLE	JACKSON	BOND	07	24	4	

Export to CSV row(s) 1 - 15 of 94 **Next**

6. Only those students with hours already recorded appear in the report by default. Click **View All Enrolled Students** if you want to see all students, including those with zero hours.
7. Click **Export to CSV** located in the lower left corner of the screen to export and save the list of students to a file that will open in Microsoft Excel to sort or print.
8. Click **Next** to see the next page of results, or use the drop-down to jump to a specific page of results.
9. You can sort the report by **First Name**, **Last Name**, or **Grade**. Click the column header to sort from lowest to highest. Click it again to sort from highest to lowest.
10. To view the detailed list of hours earned by a student, click the **Service Hour Detail** icon.