



corvallis
MONTESSORI
school

Logging Parent Participation Hours in the FACTS Family Portal

1. Log into your [FACTS Family Portal](#) account.
2. From the menu on the left-hand side, select **Family**.
3. Choose **Family Home**.
4. You will see a heading labeled **Service Hours** in the center column, to the right, click **Add+**.
5. Complete the pop-up form with your service hour details.
6. Click **Save and Close**.

Hours you record will appear below the column header. If you experience any issues, please let us know so we can assist. A few examples are listed below; for more detailed information on what qualifies as parent participation hours, [click here](#).

Examples:

- Classroom Laundry: 1 hr
- Produce for Food Prep: 1 hr
- Papa's Pizza Dine Out: 1 hr

Each family agrees at enrollment to contribute and record **20 parent participation hours per academic year**. While we send occasional reminders, please make a habit of logging your hours as they are completed.

We audit hours in April and early May. Hours for May and June may be logged in advance. Any unmet hours will be billed in mid-May at **\$20 per hour**.

Note: Attendance at all Parent Connection events counts as service—please remember to log your participation.