



corvallis
MONTESSORI
school

Logging Parent Participation Hours in the FACTS Family Portal

- Log into your FACTS Family Portal account.
- Choose **Family** from the menu on the left hand side of the screen.
- Select **Family Home**. You will see a heading for Service Hours in the center column.
- To the right of the Service Hours heading is a link to add hours, **Add+**
- Click the Add link and fill out the pop up form.
- Click Save and Close.

Hours recorded will appear below the column header. If you have any trouble, please let us know, so we can help you.

*Each family is required to contribute and record 20 parent participation hours per academic year by **May 1st**. While we do send reminders in the Spring to input your hours, it is best to get into the habit of logging your family's hours as you complete them.

*Attendance at Parent Connection events does count toward your 20 required hours.