



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 has agreed during enrollment to contribute and record twenty parent participation hours per academic year. While we do send reminders to input your hours, it is best to get into the habit of logging your family's hours as you complete them.

We audit contributed hours in April and early May. Hours to be contributed in May and June may be logged in advance. Unmet service hours will be billed in mid-May at \$20 per hour.

NOTE: Attendance at **all** Parent Connection events counts as volunteer service. Be sure to log your participation.