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**HIGH SCHOOL**  
**INTEROFFICE MEMORANDUM**

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**TO:** REGISTRAR  
**FROM:** SENIOR COUNSELOR  
**SUBJECT:** VERIFICATION OF COMMUNITY SERVICE HOURS AND ESSAY  
COMPLETION  
**DATE:** \_\_\_\_\_

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This is to verify that \_\_\_\_\_ has completed 75 hours  
of community service and has completed the Experience Summary Form.

Student ID \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ (Counselor)

## COMMUNITY SERVICE VERIFICATION FORM

Student Name \_\_\_\_\_

IC ID# \_\_\_\_\_

School Name Henry W. Grady HS

Date of High School Entry \_\_\_\_\_

Phone Number 404-802-3019

Name of Site	Type of Activity	No. of Hours	Date Completed	Supervisor's Name & Contact Information
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

**This is to certify that the above named student has completed the 75-Hour Community Service requirement, including a final composition, as prescribed by the Atlanta Board of Education.**

Signature of Supervisor \_\_\_\_\_

# DUTIES OF THE COMMUNITY – COURSE 70.0410001

## EXPERIENCE SUMMARY FORM

NAME \_\_\_\_\_ SCHOOL Henry W. Grady HS GRADE \_\_\_\_\_

Please provide the following information about your Community Service experience.

(USE COMPLETE SENTENCES)

1. Where did you complete the 75 hours of volunteer service?

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2. What were your duties?

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3. What did you gain from this experience?

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4. What do you feel you contributed?

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You may use a plain sheet of paper for additional information if needed.