



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

COMMUNITY INVOLVEMENT NOTIFICATION AND ACTIVITY COMPLETION SHEET

Student Name _____
Student ID No. _____
School _____
Community involvement hours completed to date _____

Principal _____
Telephone _____

Student's Signature

Date

Parent's or Guardian's Signature

Date

Please provide the information requested below about the community involvement activities in which you are involved. Approval of the principal or designate is required before starting the activity.

Activity	Number of Hours		Completion Date	Location	Phone Number	Supervisor's Signature	Principal / Designate's Signature	Office Use Only
	Estimated	Actual	DD/MM/YY					C.I. Hours noted in OSR

NOTE: Please submit this form to the school when you have completed the community involvement activities described above. Submit no later than January 8 and June 8 each term so that hours can be recorded on the upcoming report card.

Personal information on this form is collected under the authority of the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, and will only be used to document completion of community involvement hours. The information on this form is confidential and access will be limited to those employees who have an administrative need, the student, and parent(s)/guardian(s) of a student who is under eighteen years of age. Questions regarding this collection are to be directed to the school principal.