

Martin County Schools Community Service Hours Student Tracker Form

1. Log into **FOCUS** with your **Student Id**
2. From the **Forms** menu, select **Community Service Hours Student Tracker**

3. Review the **Student Information**. Your **Student ID**, **First Name** and **Last Name** should be automatically populated. If not, please contact your school. Select your **School** and **Graduating Class** from the appropriate drop downs. If either drop down does not contain any option, please contact your school. Enter your **Student Email Address**. All of this information is required.

4. Next, complete the **Community Service Information**. All of the information is required. Do not leave any fields blank. Please follow the instructions.

5. Sign the form by clicking in the signature box.

6. You must upload proof of service with a signature or upload an email confirmation. Your form will be denied or returned if information is missing or you do not upload the required document.

7. After all information is completed and you have uploaded the document, return to the top of the page and click on **Submit Request**.