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## Family Individual Service Hours

<b>Purpose</b>	Maintain family individual service hours as part of the school's volunteer or committee requirements in the SIS.
<b>Background</b>	<a href="#">Basic Navigation and Features</a>
<b>Related Articles</b>	<a href="#">Family Service Hours Report</a> <a href="#">Manage Family Portal Access for Families</a>
<b>Watch a Video</b>	<a href="#">Family Individual Service Hours</a>

### Navigate to Service Hours

From the **Family Individual Dashboard**, click **Service Hours**.

Any existing service information displays.

Select **View All Years**, if available, to view records from all school years.

To review common SIS navigation and screen icons, see [Common Filters and Screen Actions](#).





#### Tip

Two Family Portal configuration options give parents online access to service hours. Select the **Show** option for:

- **Parent Service Hours** to display parent service hours in the **Service** tile of the **Families** area.
- **Parent Service Hours (Edit)** to allow parents to add or edit service hours.

### Add or edit service hours

1. Click **+** to add a service hours record OR click  to edit an existing item.  
The **Add Service / Edit Service** screen displays.
2. Enter a **Date**.
3. Enter **Hours**.
4. Type or select a **Description**.  
If typing a new **Description**, click **Create** to save to the Parent Service Hours list in Defined Lists.
5. Click **Save and Close**.
  - To delete a service record, click , then **Delete**.