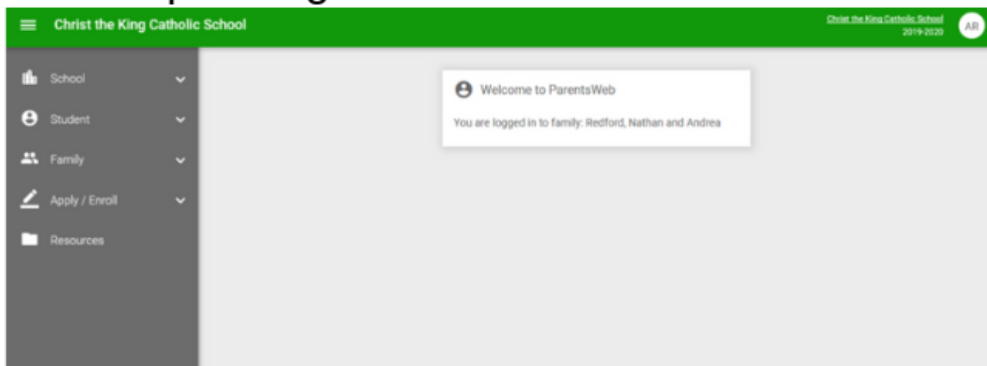




How to Log Parent Participation Hours in FACTS

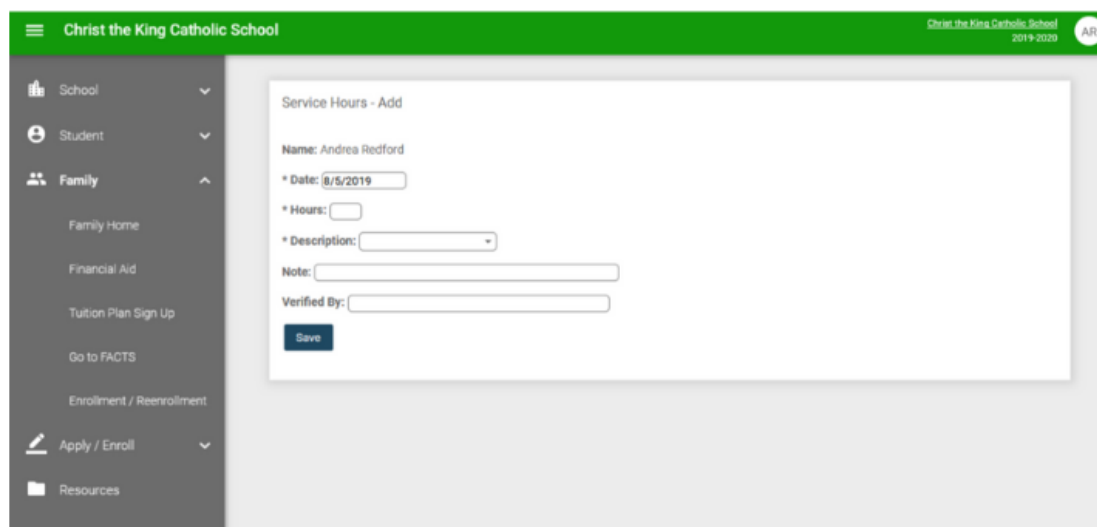
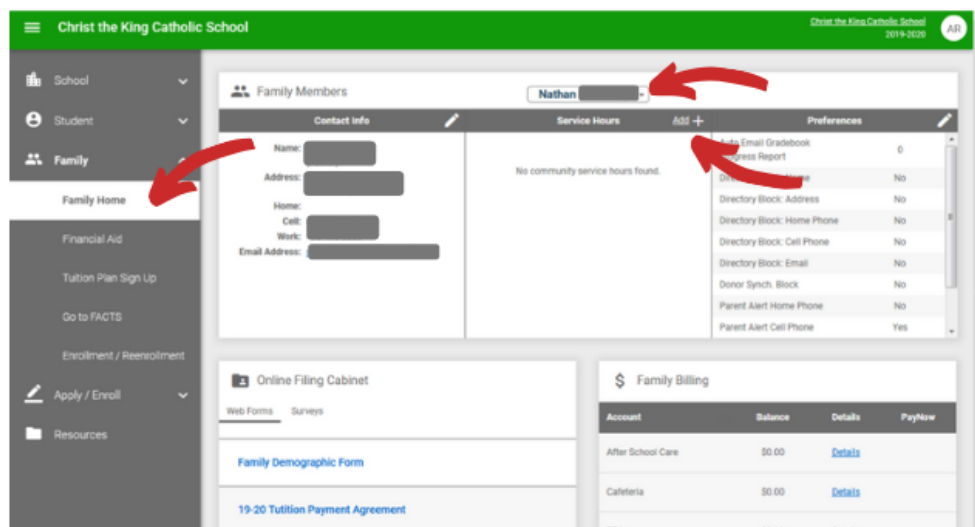
All PPH hours must be tracked in FACTS. There will no longer be a binder in the office.

Step 1: Log into FACTS Parents Web



Step 2: Click on "Family" and then "Family Home". Then click on the name of the parent who is logging the hours.

Step 3: Click the "+" by Add Service Hours. Complete all the fields. The note section can be used for any details you would like to share.



Please list the teacher or event chairperson you volunteered with in the *Verified By* box. This will allow the correct person to verify your hours. If you don't know leave it blank.