

## HOW TO RECORD PARENT VOLUNTEER HOURS

- Go to your Renweb Parent Portal
- Click on Family Information
- Click on Family Home
- Look to the upper right and click on SERVICE HOURS
- Then click on ADD SERVICE HOURS
- Click on Description and chose which way you have volunteered then input the number of hours.

If you have volunteered for something and it is not listed under Description please call the school office at 904-249-5934.