

Mrs. Christina Buckrop Academic Counselor · 785 Southwestern Dr. · El Paso, TX · 79912
(915) 584-4024 · Fax: (915) 581-9840
chargrove@burnhamwood.org

DA VINCI



SCHOOL FOR SCIENCE & THE ARTS

Community Service Placement Information Sheet

Student Name: _____

Grade level: _____

Agency Name: _____

Agency Address and Phone: _____

Agency Email: _____

Supervisor name and signature: _____

Dear Agency Officer:

The above-named student is interested in performing required community service at your organization. Da Vinci School for Science and the Arts requires all high school students during 10th and 11th grades to complete 30 hours at one site. The school values community service as a way to teach students the value of serving the needs of their community. Through this experience, they should gain an understanding of the various social services and careers associated with your agency. They will also have an opportunity to practice good work habits like punctuality, responsibility, respect and quality of work and appearance.

Community Service is a district mandated noncredit graduation requirement. If it is not completed, the student will not graduate. The student may not perform community service where a parent owns the company nor is a supervisor. Upon completion of community service hours, the student's supervisor will complete an evaluation and the student will submit a written response to the school counselor. Please feel free to call me if you have any questions or concerns about this placement. Thank you very much for your cooperation.

Mrs. Christina Buckrop
Academic Counselor