



New York City Department of Education
RICHMOND HILL HIGH SCHOOL
89-30 114th Street
Richmond Hill, NY 11418
(718) 846-3335

Frances DeSanctis, Principal

Debra C. Bodie, AP, ext. 410

Report of Failure to Comply with Community Service Learning Requirements

Dear Parent,

Your child _____ made a commitment to participate in our Community Service Program for **one elective credit**. However, we regret to inform you that he/she is in danger of being dropped from the program because he/she has:

- _____ Failed to give us a signed student contract.
- _____ Failed to submit a liability disclaimer to us.
- _____ Failed to complete regular journal entries.
- _____ Failed to report weekly to our supervising teachers at Richmond Hill High School.
- _____ Failed to report when scheduled at the school or agency where he/she committed to completing their community service.
- _____ Failed to submit a signed time log of his/her service activities.
- _____ Failed to submit a on-site supervisor's report at the end of the period of service.
- _____ Failed to complete a final typed 500 word essay on his/her experience doing community service.

I am notifying you of this problem so that you can speak to your child about the serious commitment he/she made to us and to the school or agency where he/she promised to volunteer time.

If your child wants to earn the elective credit offered, **all** of the requirements of our program need to be met. Thank you for your cooperation in achieving a goal we all want.

Sincerely yours,

Ms. Vojvodic, ext. 401 (Room 410)
Coordinator, Community Service Learning Program