

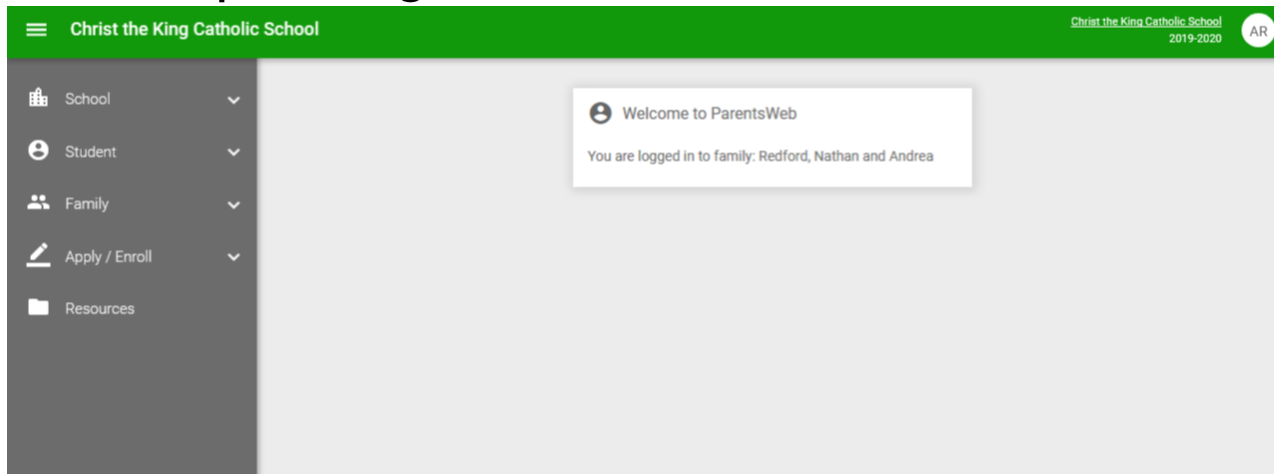


**FACTS**  
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# How to Log Parent Participation Hours in FACTS

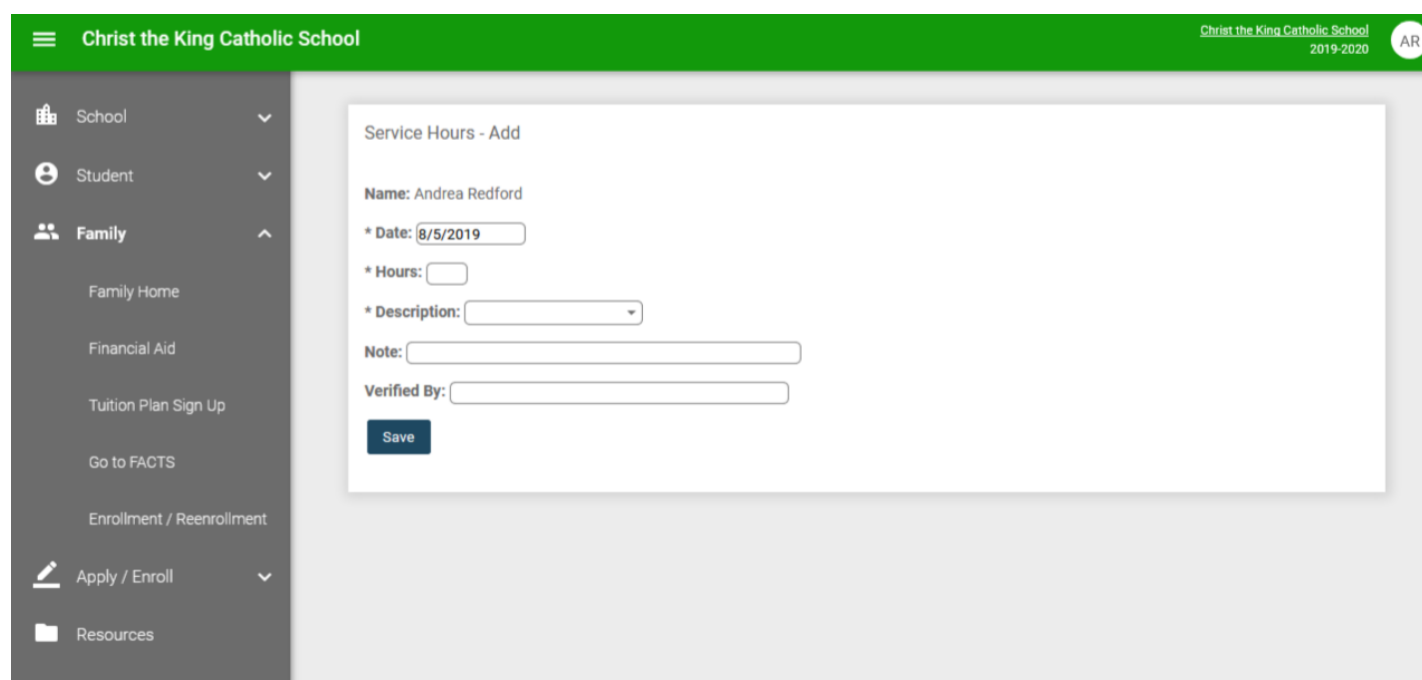
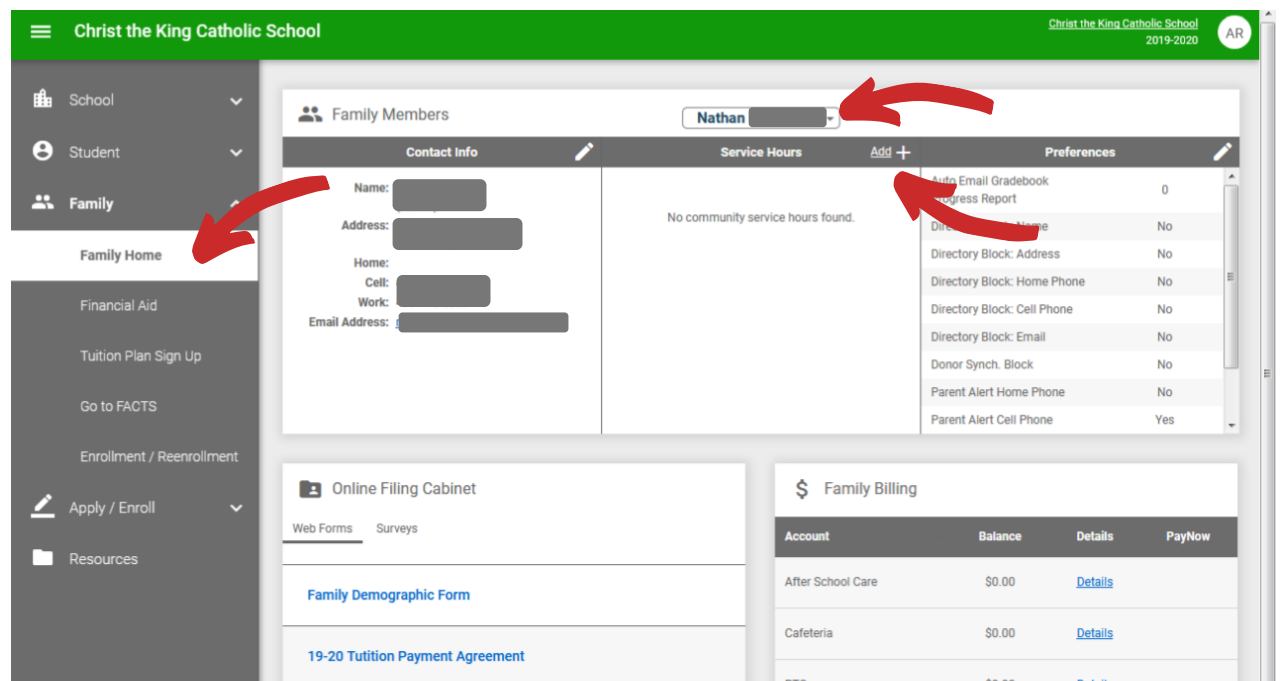
All PPH hours must be tracked in FACTS. In 2021-2022 parents must complete 14 total PPH hours with 3 of them being worked during the Spring Carnival.

## 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.