



Coral Shores High School

89901 Old Highway
Tavernier, FL 33070-2198

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www.keysschools.com/cshs



Debra Ward
Assistant Principal

Laura Lietaert
Principal

Jacob Poelma
Assistant Principal

Employment Documentation Form

Complete all areas below. Use this form to document work service instead of community service hours for meeting the "volunteer hours" requirement of Florida's Bright Futures scholarship programs. Forms should be completed monthly and submitted to Ms. Haddad in the Main Office. For questions regarding community service hours or the scholarship programs, please reach out to Ms. Haddad at Jessica.Haddad@keysschools.com.

DAILY MAX HOURS you can report: 7 hours per day during the school week, Monday-Friday.

This is to certify that student name: from CSHS

Class of has performed the following work hours:

Reporting Month and Year:

Week of _____ to _____	Number of Hours worked this week: _____
Week of _____ to _____	Number of Hours worked this week: _____
Week of _____ to _____	Number of Hours worked this week: _____
Week of _____ to _____	Number of Hours worked this week: _____
Week of _____ to _____	Number of Hours worked this week: _____

Monthly Total Number of Hours Worked:

Employer (Business Name): _____ Phone: _____

Supervisor (print): _____ Supervisor Signature: _____

Parent/Guardian (print): _____ Parent/Guardian Signature: _____

Write a reflection on your work experience. (i.e. what you learned, impact on others, etc.)
