Selecting a Service Learning Project Option in SIM

Schools are asked to develop a strategy to ensure all students can fully participate in one to three service learning projects during their years in high school. Principals are asked to verify their service-learning project implementation plan for the current school year by selecting one of the three available options. Previously, this verification process was done via a Google document.

Effective for the 2015-16 School Year, Principals will now use SIM to select the option they will implement at their school for Service Learning projects. They will also use SIM to indicate the name and contact information of their Lead Service Learning Coach, as follows:

1. On the horizontal Menu bar, under School, select School Info.

2. On the Control bar, select SL Attestation.

3. On the Service-Learning Hours Attestation page, under the Service-Learning Project Attestation panel, complete the following:

   - Select the option that will be implemented at your school for the current school year.

   - Note: Principal Name and Verification Date will populate after Apply or OK is clicked.

   - Only the Principal can attest to the date above.
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4. Scroll down to the *Indicate Service-Learning Coach* panel and complete the following:

- **Enter your Lead Coach information.** Note that an additional Coach can also be entered.

- **Note:** *Principal Name and Verification Date* will populate after *Apply* or *OK* is clicked.