

# Student Accountability Template

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Below is an example of some language you could use for your Student Accountability Form. This can also be found in the Student Orientation Handbook Template. Feel free to edit as necessary.

Because our \_\_\_\_\_clients/students/staff\_\_\_\_\_are relying on you, it is imperative that you maintain your commitment to our agency for the agreed upon hours set by your instructor.

Our policy is that any student who misses more than \_\_\_\_\_ times will be removed from our service-learning project. We understand that sometimes life happens, so should you not be able to serve when you were scheduled, please contact \_\_site supervisor's name\_\_\_\_ at \_\_email/address\_\_\_\_.

We would appreciate 24 hours notice whenever possible so we can find a suitable person to fill in for you. If your absences become frequent or you are close to reaching the maximum number of absences allowed, we will notify your instructor that you are in danger of being removed from the project and will copy you on this email.

Should you continue to not meet your service obligation, we will ask the Service-Learning Program to remove you from our roster and notify your instructor.