

Documenting CSL Hours

MaiaLearning

FAQ

1. Where is the APCS Approved Site List?
 - a. Access it [here](#).
2. Do I need the signature the form anymore?
 - a. No, MaiaLearning eliminates the need for the site supervisor. However, you can take the form as a backup just in case you cannot get the site supervisor's email. We encourage students to use MaiaLearning's email verification as the primary verification method.
 - b. If you need the signature form you can access it [here](#) or in the main lobby.
3. What do I do if I cannot get the email address of the site supervisor?
 - a. Have the site supervisor sign the Site Signature Supervisor Form and show it to your second period teacher. Put your second period teacher's email address in the site supervisor box on MaiaLearning.
 - b. **Important Note:** Students who do not/could not obtain a site supervisor's email address or for hours completed prior to the 2025 launch should follow the answer in part A of question 2.
4. What do I do if my site supervisor does not verify my hours?
 - a. Step 1: Contact them via phone or email or go visit the site, if possible.
 - b. Step 2: If you do not receive a response after 2 attempts, ask your second period teacher to contact your school counselor for further assistance.
5. I volunteer at the same location. Do I need to complete a separate entry for each volunteer activity?
 - a. No, you can create one entry and add different dates to it over time OR you can use the "Common Application" format when entering hours. You need to make sure you have the same site supervisor each time though.
 - b. If it is a different site supervisor, you'll need to complete a separate entry.
6. Do I need to input the hours from previous years into MaiaLearning?
 - a. This is optional. You do not have to input the hours. However, if you're wanting to input them for a resume or a future Common Application application, you can.
 - b. If you decide to do input prior hours, you need to do one of two things:
 - i. If you're able to have the original site supervisor verify your hours, contact them and inform them that they'll receive a verification email and ask them to confirm the hours.

- ii. If you're unable to have the original site supervisor verify your hours, you'll need to show your old forms or the confirmation emails entitled "community service learning documentation" in your school email account to your second period teacher. You'll list your second period teachers as the site supervisor.