

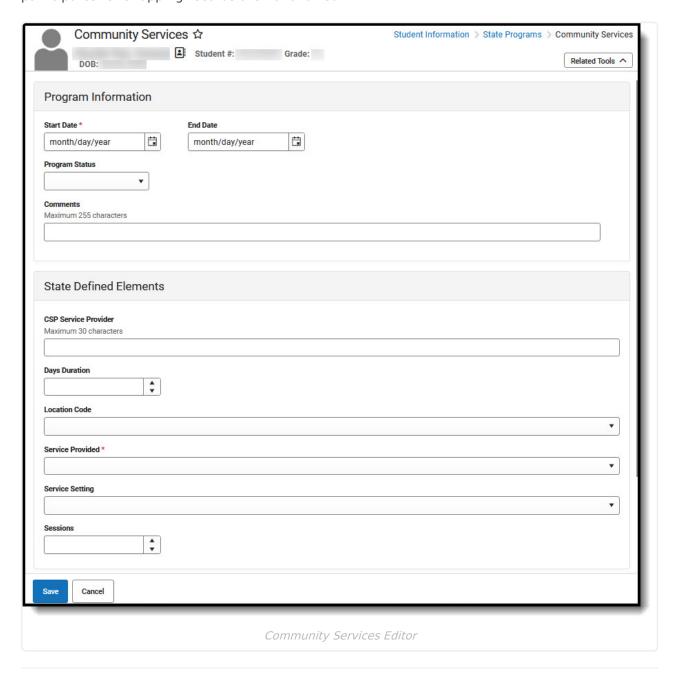
Community Services (New Mexico)

Last Modified on 05/31/2024 7:49 am CDT

Add a Community Services Record | Print the Community Services Record | View/Upload a Community Services Document | Community Service Detail Field Descriptions | State Defined Elements

Tool Search: Community Services

The Community Services tool stores information about student services in which the student participates. Overlapping records are not allowed.



Read - Access and view the Community Services tool.



Write - Modify existing Community Services records.

Add - Add new Community Services records.

Delete - Remove Community Services records.

For more information about Tool Rights and how they function, see the Tool Rights article.

Use the Federal/State Program Updater to import existing Community Services records for students or to update records for multiple students.

Add a Community Services Record

- 1. Click New.
- 2. Enter the start date when the student began participating in the Community Services program.
- 3. Enter the appropriate information for the record.
- 4. Click **Save** when finished.

Print the Community Services Record

Click the **Print Summary Report** to generate a PDF view of the entered record.

View/Upload a Community Services Document

Click **Documents** to add or view Community Services documents for the student. See the Documents article for more information.

Community Service Detail Field Descriptions

Start Date

Indicates the first date the student participated in the program. This is a required field.

▶ Click here to expand...

End Date

Indicates the last date the student participated in the program.



▶ Click here to expand...

Program Status

Lists the status of the Community Services record.

▶ Click here to expand...

Comments

Lists any comments related to the student's participation in the program.

▶ Click here to expand...

State Defined Elements

CSP Service Provider

The name of the service provider.

▶ Click here to expand...

Days Duration

The number of days the service is offered.

▶ Click here to expand...

Location Code

The school or out-of-district location where services are provided.

▶ Click here to expand...

Service Provided

The type of service the student is receiving.

▶ Click here to expand...

Service Setting

A description of when the service occurs.

▶ Click here to expand...



Sessions

The number of days the student received the service.

▶ Click here to expand...