

# Community Services (New Mexico)

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[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.

Community Services ☆

Student Information > State Programs > Community Services

DOB: [REDACTED] Student #: [REDACTED] Grade: [REDACTED] Related Tools ▾

**Program Information**

Start Date \* [month/day/year] [Calendar icon] End Date [month/day/year] [Calendar icon]

Program Status [Dropdown menu]

Comments  
Maximum 255 characters  
[Text area]

**State Defined Elements**

CSP Service Provider  
Maximum 30 characters  
[Text area]

Days Duration  
[Text area with up/down arrows]

Location Code  
[Text area with dropdown arrow]

Service Provided \*  
[Text area with dropdown arrow]

Service Setting  
[Text area with dropdown arrow]

Sessions  
[Text area with up/down arrows]

**Buttons**

Save Cancel

Community Services Editor

**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...](#)

#### Database Location:

FundedProgram.startDate

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > startDate

**Reports:**

Programs Services Fact Template

## End Date

Indicates the last date the student participated in the program.

► [Click here to expand...](#)

**Database Location:**

FundedProgram.endDate

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > endDate

**Reports:**

Programs Services Fact Template

## Program Status

Lists the status of the Community Services record.

► [Click here to expand...](#)

**Database Location:**

FundedProgram.programStatus

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > programStatus

**Reports:**

Programs Services Fact Template

## Comments

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

► [Click here to expand...](#)

**Database Location:**

FundedProgram.comments

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > comments

**Reports:**

Programs Services Fact Template

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## State Defined Elements

### CSP Service Provider

The name of the service provider.

► [Click here to expand...](#)

**Database Location:**

FundedProgram.serviceProvider

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > serviceProvider

**Reports:**

Programs Services Fact Template

### Days Duration

The number of days the service is offered.

► [Click here to expand...](#)

**Database Location:**

FundedProgram.daysDuration

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > daysDuration

**Reports:**

Programs Services Fact Template

## Location Code

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

► [Click here to expand...](#)

**Database Location:**

FundedProgram.locationCode

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > locationCode

**Reports:**

Programs Services Fact Template

## Service Provided

The type of service the student is receiving.

► [Click here to expand...](#)

**Database Location:**

FundedProgram.serviceProvided

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > serviceProvided

**Reports:**

Programs Services Fact Template

## Service Setting

A description of when the service occurs.

► [Click here to expand...](#)

**Database Location:**

FundedProgram.serviceSetting

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > serviceSetting

**Reports:**

Programs Services Fact Template

## Sessions

The number of days the student received the service.

► [Click here to expand...](#)

**Database Location:**

FundedProgram.daysAttended

**Ad hoc Inquiries:**

Student > Learner > State Programs > Funded Program > Funded Program > daysAttended

**Reports:**

Programs Services Fact Template