

Community Services (New Mexico)

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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:

Student #:

Grade:

Related Tools ^

Program Information

Start Date *

End Date

Program Status

Comments
Maximum 255 characters

State Defined Elements

CSP Service Provider
Maximum 30 characters

Days Duration

Location Code

Service Provided *

Service Setting

Sessions

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...](#)

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...](#)
