

## Student Service Record Certificate Request Form

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Will you be exiting the program or will you continue to log hours?  
(type a "Y" in the box you want to select)

Continue to Log

Exit Program

The service sites you have logged hours with will appear on your certificate. You will receive a draft of your certificate via email to approve before we print.

Once you approve your certificate draft, please allow up to two weeks for your request to be completed.

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(to insert your signature click on the text fields below and select the Insert tab → Auto Text → Signature)

### SET staff use only:

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Staff Name: \_\_\_\_\_

### SSR Intern use only:

Date Draft Sent: \_\_\_\_\_

Date Participant Approved: \_\_\_\_\_

