

NORTHWEST HIGH SCHOOL

Ms. McCarthy-Redd, Student Service-Learning Coordinator - Counseling Department

WHAT IS STUDENT SERVICE LEARNING (SSL)?

- ❖ A Maryland State Department of Education high school diploma requirement
- ❖ A teaching method that combines academic instruction, meaningful service, and critical reflective thinking
- ❖ Activities involving phases of preparation, action, and reflection
- ❖ Indirect, direct, and advocacy opportunities

WHY IS SSL A DIPLOMA REQUIREMENT IN MARYLAND?

- ❖ To strengthen character through civic engagement and political involvement
- ❖ To encourage a habit of community involvement and responsibility
- ❖ To promote involvement in activities that address community needs through service ethics

DID YOU KNOW?

- ❖ If you earn 240 hours or more, you can receive a **Certificate of Meritorious Service at Graduation!**
- ❖ MCPS SSL forms are available in the Counseling Office or SSL website:
<https://bit.ly/SSLHubMCPS>. Check website for organizations and activities that on the **APPROVED LIST** 🎓 <https://www.montgomerycountymd.gov/volunteercenter>
- ❖ If a service is **NOT** listed as an approved MCPS SSL activity, you must complete a **Request APPROVAL FORM**. They are in the Counseling Office or on the SSL website.
- ❖ ALL students are required to complete **75 SSL HOURS**.
- ❖ **SSL FORMS MUST BE COMPLETED AND RETURNED BY MAY 29, 2026 TO THE COUNSELING OFFICE.**

NOW WHAT?

(Before Completing Service)

- 1) Select the type of service you wish to complete.
- 2) Find an organization with which to serve.
- 3) Check website <https://www.montgomerycountymd.gov/volunteercenter/> see if organization is on the approved list.
- 4) If it is on the approved list, you can do the service.

IF NOT ON APPROVED LIST - Please complete the Application of Student Service-Learning Request Activity form found in the Counseling Office or here:

<https://ww2.montgomeryschoolsmd.org/departments/forms/pdf/560-50.pdf>

- a) **Have form signed by organization, including the Tax ID number.**
- b) Return form to Ms. McCarthy-Redd in the Counseling Office.
- c) Once approved, you may complete the service.

(After Completing Service)

- 1) Obtain a **Student Service-Learning Activity verification form** found in the Counseling Office or SSL website:
<https://ww2.montgomeryschoolsmd.org/departments/forms/detail.aspx?formNumber=560-51&catID=2&subCatId=9>
- 2) Complete student information and reflection statements
- 3) Have supervisor fill out the organization information section.
- 4) Return verification forms to Ms. McCarthy-Redd in the Counseling Office.
- 5) The hours will show up on your report card and you can review them under StudentVue.

DEADLINE FOR TURNING IN DOCUMENTATION TO THE SSL COORDINATOR IS:

- ❖ **LAST FRIDAY IN SEPTEMBER FOR SUMMER HOURS**
- ❖ **FIRST FRIDAY IN JANUARY FOR FIRST SEMESTER**
- ❖ **LAST FRIDAY IN MAY FOR SECOND SEMESTER**

All SSL forms must be in by LAST FRIDAY IN MAY.

[MCPS SSL Hub for Students/Families](#)