



FREE TEEN RECORDS WORKBOOK

Florida Homeschool Teen Service, Work and Leadership Record

A practical evidence system for meaningful service, paid work, leadership, applications, resumes, and Bright Futures documentation planning.

Inside this resource

- ☐ Goal and opportunity vetting
- ☐ Service and paid-work hour logs
- ☐ Supervisor documentation checklist
- ☐ Impact and reflection records
- ☐ District and application submission tracker

Created by a homeschool parent. Built for Florida families.

Updated October 2026



START WITH THE CURRENT RULE

Plan from official requirements, not old screenshots

Bright Futures requirements and processes can change by graduation year. Use the current official handbook and account, then confirm the district process for certifying a home education or PEP student's service or paid-work hours.

Current evidence rule

The official handbook reviewed for this resource says qualifying hours must be performed during high school and completed by high school graduation. The agency should document the number of hours and dates on agency letterhead. Confirm the current handbook before relying on this summary.

Student

Graduation year

Bright Futures
account/application status

Current target award

Current official hour
requirement

District certification contact

Internal completion deadline



CHOOSE CAREFULLY

Opportunity and supervisor check

Question	Answer/evidence	Follow-up
Organization and mission		
Supervisor name and role		
Service or work duties		
Dates and expected schedule		
How hours are recorded		
Letterhead documentation available		
Parent-approved location/contact		
Safety, transport, and supervision		
Age or screening requirements		
Who verifies final hours		

Eligibility check

A valuable activity is not automatically accepted for a specific award. Ask the district certification contact how the current handbook applies before counting on the hours.



LOG CONSISTENTLY

Service and paid-work record - page 1

Date	Organization	Activity/duties	Start	End	Hours	Supervisor initials

Page subtotal

Running total

Log reviewed with supervisor on



LOG CONSISTENTLY

Service and paid-work record - page 2

Date	Organization	Activity/duties	Start	End	Hours	Supervisor initials

Page subtotal

Running total

Log reviewed with supervisor on



Supervisor documentation checklist

- ☐ Ask for documentation on the organization's or agency's letterhead.
- ☐ Confirm the student's full legal name is correct.
- ☐ Include the dates or date range and total verified hours.
- ☐ Identify the organization and the nature of service or paid work clearly.
- ☐ Include the supervisor's name, title, contact information, signature, and date.
- ☐ Compare the letter with the student's own log before accepting it.
- ☐ Save the original and a readable digital copy.
- ☐ Ask the district what format and submission method it currently accepts.

Organization

Requested on

Received on

Hours verified

Corrections needed

Final file location



RECORD THE VALUE

Impact, learning, and leadership reflection

Problem or need addressed

My responsibilities

Skills I practiced

A challenge and how I responded

Result or impact I can describe

Feedback from supervisor or community

What I would improve next time

Resume bullet or portfolio caption

Beyond the hour total

Applications and interviews are stronger when the student can explain responsibility, initiative, learning, and impact with specific evidence.



SUBMIT AND VERIFY

District and application tracker

Item	Owner/contact	Due	Submitted	Confirmed	Proof/location
FFAA/account step					
Supervisor letter(s)					
District hours certification					
Test score reporting					
Scholarship account review					
College/application entry					
Resume update					
Portfolio evidence backup					

Closed loop

Submitted does not mean certified. Keep checking until the official account shows the expected status, and save a dated confirmation.



VERIFY

Official Bright Futures starting points

[Florida Student Financial Aid - Current Bright Futures handbook, Chapter 1](#)

[Florida Student Scholarship and Grant Programs - FFAA and account access](#)

[Florida Department of Education - Home Education](#)

**Reviewed
October 2, 2026**

This workbook does not determine eligibility. Verify graduation-year requirements, accepted activities, documentation, district certification, testing, application, and account status using current official sources.

My next three actions
