



**ALBANY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION**

99 Kent Street • Albany, New York 12206 • 518-475-6400 • www.ahscte.com



Work Based Learning: Student Timesheet

Student Name: _____ ID#: _____

Placement Site: _____ Pathway: _____

Supervisor:

1. Review “time in” and “time out”
2. Review total hours for week
3. List any comments
4. Sign and date at bottom on last day of student’s work week

Student:

1. Complete top portion of form
2. List “time in” and “time out”
3. Tally daily hours and total for week
4. Sign and date at bottom on last day of work week
5. Submit timesheet to teacher on Monday

Year: _____	Sunday Date: ___/___/___	Monday Date: ___/___/___	Tuesday Date: ___/___/___	Wednesday Date: ___/___/___	Thursday Date: ___/___/___	Friday Date: ___/___/___	Saturday Date: ___/___/___
Time in:							
Time out:							
Meal: (If Taken)							
Time in: (If Applicable)							
Time out: (If Applicable)							
Daily Total:							



Total for Week

Supervisor Comments:

Student Comments:

Supervisor’s Signature

Date

Student’s Signature

Date