

Work-Based Learning Timesheet & Hours Log

Before you use this template: This is a starting point. Review it with your district and against your state and local requirements before use, including child-labor hour rules for students under 18 and what student information you collect (FERPA).

Version 1: Weekly Timesheet

District logo

[District Name] · [School Name]

Field	Entry	Field	Entry
Program / pathway	_____	School year	_____
Student name	_____	Grade	_____
Worksite / business	_____	WBL type	☐ Internship ☐ Apprenticeship ☐ Pre-apprenticeship ☐ Clinical ☐ Other: _____
Supervisor name	_____	Supervisor phone / email	_____
Compensation	☐ Paid ☐ Unpaid	Week of (Monday's date)	___ / ___ / _____

Daily log

Day	Date	Time in	Time out	Unpaid break (min)	Total hours	On-site / Remote	Tasks performed (brief)	Learning objective # (from training agreement)	Supervisor initials
Mon						☐ On-site ☐ Remote			
Tue						☐ On-site ☐ Remote			
Wed						☐ On-site ☐ Remote			
Thu						☐ On-site ☐ Remote			
Fri						☐ On-site ☐ Remote			
Sat						☐ On-site ☐ Remote			
Sun						☐ On-site ☐ Remote			

Absence codes (enter a code in "Total hours" for any scheduled day not worked; every scheduled day needs an entry):

S = sick · C = in class · H = holiday · X = not scheduled · O = other (explain in Tasks column)

Totals

Hours this week	Cumulative hours to date	Required total	Remaining
_____	_____	_____	_____

Student certification

"I certify these hours and tasks are accurate."

Student signature: _____ Date: _____

Supervisor verification

"I verify the hours above were worked under my supervision."

Supervisor signature: _____ Printed name: _____

_____ Date: _____

Quick check (optional): ☐ On track ☐ Concerns (the coordinator will follow up)

Coordinator use only

Received date: _____ · Reviewed by: _____ · ☐

Entered into system

Instructions

- **Rounding:** [EDIT: e.g., round each day's total to the nearest ¼ hour]
- **Breaks:** subtract unpaid breaks from each day's total.
- **Deadline:** [EDIT: e.g., submit by Monday for the previous week]
- **How to submit:** [EDIT: e.g., email a scan or photo to coordinator@district.org, or hand in at school]
- **Corrections:** draw a single line through the error, write the correct entry, and initial it. Do not write over entries.