

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.

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 2: Monthly Hours Log

District logo

[District Name] · [School Name]

Header

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	Month / year	_____ / _____

Daily log

Date	In	Out	Hours	Notes (tasks, absence code)
1				
2				
3				
4				
5				
6				
7				
Week 1 subtotal				
8				
9				
10				
11				
12				
13				
14				
Week 2 subtotal				
15				
16				
17				

Date	In	Out	Hours	Notes (tasks, absence code)
18				
19				
20				
21				
Week 3 subtotal				
22				
23				
24				
25				
26				
27				
28				
Week 4 subtotal				
29				
30				
31				
Week 5 subtotal				

Absence codes: S = sick · C = in class · H = holiday · X = not scheduled · O = other (explain)

Totals

Monthly total hours	Cumulative hours to date	Required total	Remaining
_____	_____	_____	_____

Wages (paid placements only, optional)

Hourly rate	Total monthly wages
_____	_____

DISTRICT/LEGAL REVIEW: If you record wages, align them with the employer's payroll records. The school is not the employer of record unless district policy says so.

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., nearest ¼ hour] · **Breaks:** subtract unpaid breaks.
- **Deadline:** [EDIT: e.g., by the 5th of the following month] · **How to submit:** [EDIT]
- **Corrections:** single line through the error, write the correction, initial it.

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Version 3: Activity Log (short WBL experiences)

For one-time or short experiences such as job shadows, guest speakers, industry tours, and mock interviews.

District logo

[District Name] · [School Name]

Student name	Program / pathway	School year
_____	_____	_____

Date	Activity type	Organization / host	Host contact (name, phone or email)	Hours	Student reflection (1 line)	Host or teacher signature / initials
	☐ Job shadow ☐ Guest speaker ☐ Industry tour ☐ Mock interview ☐ Other: ____					
	☐ Job shadow ☐ Guest speaker ☐ Industry tour ☐ Mock interview ☐ Other: ____					
	☐ Job shadow ☐ Guest speaker ☐ Industry tour ☐ Mock interview ☐ Other: ____					
	☐ Job shadow ☐ Guest speaker ☐ Industry tour ☐ Mock interview ☐ Other: ____					
	☐ Job shadow ☐ Guest speaker ☐ Industry tour ☐ Mock interview ☐ Other: ____					
	☐ Job shadow ☐ Guest speaker ☐ Industry tour ☐ Mock interview ☐ Other: ____					
	☐ Job shadow ☐ Guest speaker ☐ Industry tour ☐ Mock interview ☐ Other: ____					

Total hours on this page: _____

Student signature: _____ Date: _____

Coordinator / teacher signature: _____ Date: _____