



## STUDENT ATTENDANCE AND TIME VERIFICATION

**INSTRUCTIONS:** The student should record hours and reason for absences, if applicable. The supervisor should verify with a signature and send to the school coordinator.

Student: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Worksite: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

	DATE	TIME				TOTAL HOURS	REASON FOR ABSENCE
		IN	OUT	IN	OUT		
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
<b>GRAND TOTAL</b>							

**This record of hours was recorded each day by the student and verified by me.**

\_\_\_\_\_  
Site Supervisor / Title