Time Sheet Report – Agriculture Dept, Waterford Union HS

Directions: For each week, please record *approximately* how many hours your student-employee completed while working for you. If you are unsure of exactly how much time they worked, please provide an estimate.

Please remember that each student needs to complete the equivalent or more for the amount of time they are missing from school. If they leave for 2 periods of school each day, they must complete a **minimum of 10 hours per week**.

Student Name: Date: / /2014 Class: Ag Coops

Employer’s name: Employer’s Signature:

Employer’s Job Title: Business Name:

Hours Completed during the first week of Feb/Mar/April/May/June:

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In the space below, please describe any areas where your student employee could use improvement or increased training in order to be fully effective at their job (*delete the lines below if typing*):

In the space below, please describe any areas in which your student is excelling or performing above expectations:

Please return this form to: Mr. Craig A. Kohn -WUHS, 100 Field Drive, Waterford, WI 53185. You are welcome to email me in order to save postage. My email address is ckohn@waterforduhs.k12.wi.us. You may also fax this form to **262-534-4971.**

**==============> Please Return by Thursday March 6th <==============**

Deadline