

EDUCATION AND TRAINING TIMESHEET

STUDENT'S NAME: _____ Case Number: _____

OFFICIAL USE ONLY

NAME OF SCHOOL: _____

ADDRESS: _____

CITY: _____ STATE: FL ZIP CODE: _____

INSTRUCTOR'S NAME: _____

Instructions: This timesheet can be used for any educational and training program.

- Step 1: Under "Course Name", enter or write the name of the course(s) that the student is currently taking.
- Step 2: Under each day, the student must enter or write the time they were in school, class and/or lab.
- Step 3: Total the number of hours the student attended school, class and/or lab each week.
- Step 4: The student and instructor must sign in the appropriate space.

Week of: ___/___/___ - ___/___/___

Course Name	Mon	Tue	Wed	Thurs	Fri	Sat	Sun

Total number of hours: _____

Student's signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Week of: ___/___/___ - ___/___/___

Course Name	Mon	Tue	Wed	Thurs	Fri	Sat	Sun

Total number of hours: _____

Student's signature: _____ Date: _____

Instructor's Signature: _____ Date: _____