



**FINDLAY  
DIGITAL ACADEMY**  
Where Learning Fits You™

**Work-Based Learning Student Time Sheet**

Student: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Sunday      Date: \_\_\_\_\_      Time In: \_\_\_\_\_      Time Out: \_\_\_\_\_      Total Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Monday      Date: \_\_\_\_\_      Time In: \_\_\_\_\_      Time Out: \_\_\_\_\_      Total Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Tuesday      Date: \_\_\_\_\_      Time In: \_\_\_\_\_      Time Out: \_\_\_\_\_      Total Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Wednesday      Date: \_\_\_\_\_      Time In: \_\_\_\_\_      Time Out: \_\_\_\_\_      Total Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Thursday      Date: \_\_\_\_\_      Time In: \_\_\_\_\_      Time Out: \_\_\_\_\_      Total Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Friday      Date: \_\_\_\_\_      Time In: \_\_\_\_\_      Time Out: \_\_\_\_\_      Total Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Saturday      Date: \_\_\_\_\_      Time In: \_\_\_\_\_      Time Out: \_\_\_\_\_      Total Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Total time worked for the week:                      Hours \_\_\_\_\_ Minutes \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email a picture of your completed and signed timesheet to [mrood@findlaycityschools.org](mailto:mrood@findlaycityschools.org)  
You can also bring it to the lab, give it to Mrs. Rood, or put in the tray outside of her office by Monday each week.**