



Dearborn Public Schools  
**WEEKLY WORK RECORD**  
 Cooperative Education / Work Experience

Week 1

Week of 1-28-18 To 2-3-18  
Mo. Day Yr. Mo. Day Yr.

Student Name Sally Pioneer  
 Business Name Tim Horton's

Student # 123456 Co-op Hours: 1 2 3 4 5 6  
(circle all that apply)

**STUDENT:** Fill out this form and keep the daily time report.  
 File the report with your coordinator each Monday.

**STUDENT:** List your work experiences. Check the new experiences or knowledge gained this week with an (X) in the space at the left.

DAY	TIME OF DAY	HOURS WORKED
Sunday	from <u>9</u> to <u>5</u>	<u>8</u>
Monday	from _____ to _____	_____
Tuesday	from _____ to _____	_____
Wednesday	from <u>12</u> to <u>5</u>	<u>5</u>
Thursday	from _____ to _____	_____
Friday	from _____ to _____	_____
Saturday	from <u>9</u> to <u>5</u>	<u>8</u>

(X) <sup>new</sup> I Learned to clean coffee machine  
teamwork skills  
swept floors

*Need 3 skills must be New*

**TOTAL HOURS WORKED:** 21

Student's Signature Sally Pioneer  
 Supervisor's Signature Tim Horton  
 Supervisor's Printed Name TIM Horton

**Statement of Policy**  
 In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Dearborn School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status, be excluded from participation in, be denied benefits of, or be subject to discrimination during any activity or in employment.