



Newaygo County  
Regional Educational  
Service Agency

**CAREER-TECH CENTER**

4645 W. Career Pathway, Fremont, MI 49412  
Telephone (231) 924-0380  
Fax (231) 924-6311

# TRAINEE TIME RECORD

Due on a Weekly Basis

NEWAYGO COUNTY



**School-to-Work**

Trainee Name: \_\_\_\_\_

Work Week of: \_\_\_\_\_

Home School: \_\_\_\_\_

Employer: \_\_\_\_\_

A=Absent P=Present		Task(s) Performed	Time Spent (Hours/Minutes)
A	P		
<b>Sunday</b>			
Total Time Worked (Hours/Minutes)			
<b>Monday</b>			
Total Time Worked (Hours/Minutes)			
<b>Tuesday</b>			
Total Time Worked (Hours/Minutes)			
<b>Wednesday</b>			
Total Time Worked (Hours/Minutes)			
<b>Thursday</b>			
Total Time Worked (Hours/Minutes)			
<b>Friday</b>			
Total Time Worked (Hours/Minutes)			
<b>Saturday</b>			
Total Time Worked (Hours/Minutes)			

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 Disability Act of 1990, it is the policy of the Newaygo County Regional Educational Service Agency that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

\_\_\_\_\_ Hours Worked  
 + \_\_\_\_\_ Tech Center Hours  
 + \_\_\_\_\_ Home School Hours  
 **Total (48 Hours Maximum)**

**I verify the work experience and hours listed above:**  
 \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Employer/Supervisor/Work-Based Mentor Signature      Date

Approved by: \_\_\_\_\_, School-Based Mentor