

[Insert Preferred Date]

**«First\_Name» «Last\_Name»**

**Parent - Teacher Conference**  
**«Program» Program Hour Report**

This report is compilation of «First\_Name»’s reported work hours for the first marking period. As indicated in previous reports, monthly hour reports are a requirement for placement in the «Program» program. The sheets required to report hours on can be printed or downloaded from my website («TWebsite»). Should «First\_Name» have any missing hours or has failed to submit the required hour sheets, «GndrB» will receive an incomplete ( I ) grade for the marking period.

«First\_Name»’s start date for the «Program» program at «Employer» was «Start\_Date». Therefore no hours needed to be reported prior to that date and should be recorded as “NA” in the table to the right. The legal number of hours «First\_Name» can work per week is «LM» any hours in excess that number is a violation of labor laws, unless a deviation of hours has been signed by a parent or if we have experienced a shorten school week.

Due Date	Week of:	Required Hours/week	Reported Hours:
October 5, 2010	September 5, 2010	«REQ_HRs»	«F13»
	September 12, 2010	«REQ_HRs»	«F14»
	September 19, 2010	«REQ_HRs»	«F15»
	September 26, 2010	«REQ_HRs»	«F16»
November 2, 2010	October 3, 2010	«REQ_HRs»	«F19»
	October 10, 2010	«REQ_HRs»	«F20»
	October 17, 2010	«REQ_HRs»	«F21»
	October 24, 2010	«REQ_HRs»	«F22»
End of the first marking period			
November 30, 2010	October 31, 2010	«REQ_HRs»	«F25»
	November 7, 2010	«REQ_HRs»	«F26»
	November 14, 2010	«REQ_HRs»	«F27»
	November 21, 2010	«REQ_HRs»	«F28»
January 4, 2011	November 28, 2010	«REQ_HRs»	«F31»
	December 5, 2010	«REQ_HRs»	«F32»
	December 12, 2010	«REQ_HRs»	«F33»
	December 19, 2010	«REQ_HRs»	«F34»
January 24, 2011	December 26, 2010	«REQ_HRs»	«F37»
	January 2, 2011	«REQ_HRs»	«F38»
	January 9, 2011	«REQ_HRs»	«F39»
	January 16, 2011	«REQ_HRs»	«F40»
	Total Hours per Semester <i>Required / Reported:</i>	«TrmHRs»	«Rpt_Hrs»