

«HR1_Tchr»

«Home_SCH»
«SCH_Address», «SCH_City», MI «SCH_Zip»,
Voice: «SCH_V», Fax: «SCH_F»

«SCHYr»

Print Date: 19 March 2011

Print Time: 7:56:07 AM

To: «First_Name» «Last_Name» «Grd»

From: Richard P. Moll

RE: Report of Co-op / Work Study Hours

To the right is a report of the hours you have reported to me to date, for the first semester. You are required to report the hours you work for your co-op or work study, your failure to report these hours will result in an incomplete (INC) grade for the semester. Please review the hours to the right and complete the necessary hour reports now! Hour reports can be located at my website at listed below.

Your official start date for your placement was «Start_Date». A copy of your most recent evaluation will be included with the packet of materials given to parents at our Parent – Teacher conferences.

Please be accurate in reporting your hours, this information may be submitted to your employer («Employer») for verification.

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»

«TWebsite»

Please distribute to

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«Last_Name»

as promptly as
possible!

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