

In-School  
 Out-of-School

## TIMECARD/PROGRESS REPORT

**INSTRUCTIONS:** Complete entire form in BLUE or BLACK INK. Initial all changes. Round all time to the nearest 15 minutes.

**NAME:** \_\_\_\_\_ **LAST FOUR SS#** \_\_\_\_\_

**WORKSITE:** \_\_\_\_\_

**PAY PERIOD:** \_\_\_\_\_ **TO** \_\_\_\_\_

### CODE FOR ABSENCES

**S** – Sick (Excused)      **P** – Personal (Excused)      **H** - Holiday      **UE** - Unexcused

Date	Scheduled Time IN	Scheduled Time OUT	Actual Time IN	Actual Time OUT	Regular Hours
<b>M</b> /					
<b>Tu</b> /					
<b>W</b> /					
<b>Th</b> /					
<b>F</b> /					
<b>Sa</b> /					
<b>S</b> /					
<b>Week 1 SUBTOTALS</b>					
<b>M</b> /					
<b>Tu</b> /					
<b>W</b> /					
<b>Th</b> /					
<b>F</b> /					
<b>Sa</b> /					
<b>S</b> /					
<b>Week 2 SUBTOTALS</b>					
<b>TOTALS</b>					

**This evaluation portion must be completed by supervisor before submitting.**

### EVALUATION KEY

5 = 100% of the time	4 = 90-99% of the time	3 = 80-90% of the time	2 = 70-79% of the time	Less than 70% of the time
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	ALWAYS	MOST OF THE TIME	USUALLY	OCCASIONALLY	RARELY
Maintained Regular Attendance.....	5	4	3	2	1
Consistently Punctual.....	5	4	3	2	1
Exhibiting Positive Attitudes and Behaviors.....	5	4	3	2	1
Presenting Appropriate Appearance.....	5	4	3	2	1
Demonstrating Good Interpersonal Relations .....	5	4	3	2	1
Completing Task Effectively .....	5	4	3	2	1

**COMMENTS** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PARTICIPANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR/MENTOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CAREER ADVISOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_