



Kingston High School Work-Based Learning Program

403 Broadway
Kingston, NY 12401
(845) 331-1970

kingstoncityschools.org



Tina Dierna, LMSW
Transitional Coordinator
Internship & Career Coordinator

(845) 943-3813

tdierna@kingstoncityschools.org

STUDENT TIME SHEET

Time sheets must be completed and submitted on a **Bi-Weekly** Basis

Student	Training Title:
Worksite	
Supervisor	

Starting Date for the Week ____/____/____	Ending Date for the Week ____/____/____
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NEW YORK STATE LABOR LAW FOR STUDENTS UNDER AGE 18

Maximum 6 hours each day Monday thru Thursday. Limited to 6 days per week. Maximum of 28 hours per week.
Allowed 8 hours Friday thru Saturday and Holidays.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Time In								
Time Out								
Total Hours								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
Time In								
Time Out								
Total Hours								

By signing this timesheet, you are certifying that it is correct and truthful.	
Student's Signature _____	Date: _____
Supervisor Name _____ Phone _____ Supervisor's Signature _____	Date: _____

Attention Worksite Supervisor: If you have any questions or concerns, please contact:

Tina Dierna, LMSW Internship Coordinator at tdierna@kingstoncityschools.org



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