



Kingston High School Work-Based Learning Program

403 Broadway
Kingston, NY 12401
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kingstoncityschools.org



Dr. Alissa Oliveto
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Internship Coordinator

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STUDENT TIME SHEET

Time sheets must be completed and submitted on a **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								

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

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

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