



Bi - Weekly Production Report

Student Name: _____ Company Name: _____

PRINT Mentor/Company Officials Name: _____ Official's Title: _____

STUDENTS: Check this box if you need to speak privately with the WBL Coordinator regarding a work situation.

2019-2020 BI-WEEKLY TIME and EARNINGS SUMMARY

Date each day, for days that you did not work, please leave time spots blank. **NO SCHOOL = NO WORK**

Day	Date	Time Started	Time Ended	Total Hours	Student or Supervisor Comments
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

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Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Hours Worked _____ (x) Hourly Rate \$ _____ = Weekly Earnings \$ _____

Student Signature

Date

Mentor/ Company Official Signature


Date

Please email Ms. Boyer (WBL Coordinator) with student concerns: sboyer@cartersvilleschools.org

Will not be accepted without mentor signature verifying hours and all parts of the report completed in blue or black ink Late work = Zero

WPR Dates & Reminders

Dates: 2019

9-30 through Oct. 13 – Due Thurs. Oct. 17 (**Fall Break**)
Oct. 14 through Oct. 27 – Due Thursday Oct. 31 (**WBL Conference**)
Oct. 28 through Nov. 10 – Due Nov. 12
Nov. 11 through Nov. 24 – Due Dec. 3 (**Thanksgiving Break**)
Nov. 25 through Dec. 8 – Due Dec. 10th
Dec. 9 through Dec. 22- Due Jan. 8 (**Christmas Break**)
Dec. 23 through Jan. 5 -- Due. Jan. 8 

TWO ARE DUE JAN. 8

Dates: 2020

Jan. 6 through Jan. 19- Due Jan. 22 (**MLK Holiday**)
Jan. 20 through Feb. 2 – Due Feb. 4
Feb. 3 through Feb. 16 – Due Feb. 20 (**WINTER BREAK**)
Feb. 17 through March 1 – Due March 3
March 2 through March 15 – Due March 17
March 16 through March 29 – Due March 31st
March 30 through April 12 – Due April 14
April 13 through April 26 – Due April 28
April 27 through May 10 –May 12th or **by the time of your portfolio review.**

Reminders

Completely fill out the form in Blue or Black Ink
Don't fill it out ahead of the week. Things come up: Sick/Appointments/Tutoring/Etc.

Verification should be completed by:

1. Mentor/Supervisor
2. Shift Leader or Supervisor in the absence of mentor/supervisor
3. Please print name under signature if not mentor or supervisor

WBL Hour Requirement

- 1 Period of WBL = 5 hours minimum/week
- 2 Periods of WBL = 10 hours minimum/week
- 3 Periods of WBL = 15 hours minimum/week

School Holidays & Hour Requirement

Students not required to work during school holidays.

Configure the holiday minimum hour requirement by dividing the minimum hour requirement by 5 (the number of days in the workweek) = the number of hours **per day** you should work.
Next, subtract the amount of hours you are missing per each school day designated a holiday for the week. The remaining number is what you are minimally required to work. See example.

Student min. requirement is 10 hours per week = 2 hours per day.

Fall Break is two days = 4 hours (2 hours per day x 2 days off for Fall Break)

10 hours – 4 hours = 6 hours minimum required for that week