



## DCPS Career Ready Internship Time Sheet

\*Timesheets are due **every Friday no later than noon**. Failure to submit a signed timesheet will result in a delay in pay. Interns are responsible for scanning and emailing timesheets directly to their school contacts.

Intern's Full Name \_\_\_\_\_ Host Employer Organization Name \_\_\_\_\_

Intern's School Name \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Pay Period \_\_\_\_\_

**Week 1**

**Week 2**

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Total	Day	Date	Time In	Lunch Out	Lunch In	Time Out	Total
Monday							Monday						
Tuesday							Tuesday						
Wednesday							Wednesday						
Thursday							Thursday						
Friday							Friday						

Total week 1 hours worked: \_\_\_\_\_

Total week 2 hours worked: \_\_\_\_\_

**Total pay period hours: \_\_\_\_\_**

\_\_\_\_\_

Supervisor's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Intern's Signature

\_\_\_\_\_

Date