

LWS EDUCATION TIMESHEET

NAME _____

DEGREE _____

WEEK STARTING _____

- NOTE: 1) One timesheet per week. (Do not mix classes attended from different weeks.)
2) It is the student's responsibility to submit complete timesheets to the office.
3) If no timesheet is turned in, you will have to sign for personal leave

Course	Location	Date	Start	Stop	Total hours	Instructor's Signature

Student/Instructor comments/exceptions should be noted here: