

Nashoba Valley Technical High School

CO-OP Employment Record

Student Name:
 ID #:
 Technical Shop:
 Co-Op Employer:

Week Ending:

Date									Total Hours
Hours									

Brief description of work performed and/or comments:

Students must complete all the information on this form and return it to Vocational Office on the first Tuesday of school after each co-op cycle. Student must notify his/her employer and school if he/she is unable to report for work. Time cards must be returned in order to be released for the following co-op week. Failure to do so will result in co-op termination.

Student signature

Date

Instructor signature

Date

Supervisor signature

Date

Vocational signature

Date