**Name**: _____

**Theatre Class(s):** _____

**Teacher(s):** _____

## 2019-2020 Student Hours Timesheet

This is a your time sheet so you can keep track of your hours. It is your responsibility to keep track of them.

1. A theatre teacher **MUST** sign off on your hours in order to receive the proper credit.
2. If you are taking more than one theatre class, you only have to submit one timesheet to one teacher.
3. Any unused hours will carry over into the next semester. Hours will not roll over to the following year.
4. Failure to submit hours on the due date may result in a failing test grade.
5. Any attempt at academic dishonesty may result in the appropriate consequence.
6. This is a test grade.
7. See your Department Handbook for the amount of hours you need each semester.
8. All students must submit a completed physical timesheet to their teacher by the end of the school day on the day it is due.
9. Students are encouraged to submit their timesheets early.

**The due dates are:**
**Fall Semester:** "B Day" classes on Monday Dec. 9, 2019.
"A Day" classes on Tuesday Dec. 10, 2019.
**Spring Semester:** "B Day" classes on Monday May 4, 2020.
"A Day" classes on Tuesday May 5, 2020.

| Date | Event Description | Hours Earned | Director Signature | Balance |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **Date** | **Event Description** | **Hours Earned** | **Director Signature** | **Balance** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |