

«HR1\_Tchr»

«Home\_SCH»  
«SCH\_Address», «SCH\_City», MI «SCH\_Zip»,  
Voice: «SCH\_V», Fax: «SCH\_F»

«SCHYr»

Print Date: 19 March 2011  
Print Time: 7:57:35 AM

To: «First\_Name» «Last\_Name» («Grd»)  
From: Richard P. Moll

---

**RE: Report of Co-op / Work Study Hours**

---

To the right is a report of the hours you have reported to me to date, for the second semester. You are required to report the hours you work for your co-op or work study, your failure to report these hours will result in an incomplete (INC) grade for the semester. If you have missing hours for the first marking period of this semester, your grade has been changed to a failing grade.

***Please review the hours to the right and complete the necessary hour reports! Some reports may be past due and may jeopardize your grade/credit.***

Hour reports can be located at my website at listed below.

Please be accurate in reporting your hours, this information may be submitted to your employer («Employer») for verification.

Due Date	Week of:	Required Hours/week	Reported Hours:
March 2, 2010	January 31, 2010	«REQ_HRs»	«F13»
	February 7, 2010	«REQ_HRs»	«F14»
	February 14, 2010	«REQ_HRs»	«F15»
	February 21, 2010	«REQ_HRs»	«F16»
March 30, 2010	February 28, 2010	«REQ_HRs»	«F19»
	March 7, 2010	«REQ_HRs»	«F20»
	March 14, 2010	«REQ_HRs»	«F21»
	March 21, 2010	«REQ_HRs»	«F22»
End of the first marking period			
April 27, 2010	March 28, 2010	«REQ_HRs»	«F25»
	April 4, 2010	«REQ_HRs»	«F26»
	April 11, 2010	«REQ_HRs»	«F27»
	April 18, 2010	«REQ_HRs»	«F28»
May 25, 2010	April 25, 2010	«REQ_HRs»	«F31»
	May 2, 2010	«REQ_HRs»	«F32»
	May 9, 2010	«REQ_HRs»	«F33»
	May 16, 2010	«REQ_HRs»	«F34»
June 7, 2010	<b>Only Juniors need to file this report!</b>		
	May 23, 2010	«REQ_HRs»	«F37»
	May 30, 2010	«REQ_HRs»	«F37»
Total Hours per Semester Required / Reported:		«TrmHRs»	«Rpt_Hrs»

«TWebsite»

Please distribute to

«First\_Name»

«Last\_Name»

as promptly as  
possible!

«TWebsite»