TIME PERIOD	❑ Freshman	❑ Sophomore	❑ Junior	❑ Senior	❑ 1st Semester	❑ 2nd Semester

WORK RECORD

- Time reported is limited to hours worked during the school year. Summer employment may not be included.

EXAMPLE

Dates:	Employer & Contact Info	# of Hours
9/5/20XX-9/12/20XX	*The Bear, Mr. A. Supervisor, mysup@xxx.gmail, 262-123-4567*	*2.5*
9/13/20XX-9/21/20XX	*The Bear*	*32*
11/7/20XX-11/12/20XX	*Quizno's, Ms. B. Manager, myboss@xxx.net, 262-987-6543*	*10*

Dates:	**Employer & Contact Info**	**# of Hours**

Total Hours This Page _____

TIME PERIOD	❑ Freshman	❑ Sophomore	❑ Junior	❑ Senior	❑ 1st Semester	❑ 2nd Semester

The GHS Guidance Department provides A/P and Honors information along with Grade Point information. This page is provided in case you want to keep track for other purposes.

ACADEMICS

A/P AND HONORS CLASSES / GPA

Other notes of importance:

TIME PERIOD	❑ Freshman	❑ Sophomore	❑ Junior	❑ Senior	❑ 1st Semester	❑ 2nd Semester

CO-OP PROGRAM – *must be through a High School program; may not be reported in Work Record*

EXAMPLE

Dates:	Employer & Contact Info	Activity	# of Hours
9/5/20XX-9/12/20XX	*KMS, Ms. XYZ, e-mail, phone*	*Worked in Guidance Office*	*3*
9/13/20XX-9/21/20XX	*KMS*		*6*
11/7/20XX-11/12/20XX	*M&I Bank, Mr. JKL, e-mail, phone*	*Office help*	*6*

Dates:	**Employer & Contact Info**	**# of Hours**

Total Hours This Page _____

TIME PERIOD	❑ Freshman	❑ Sophomore	❑ Junior	❑ Senior	❑ 1st Semester	❑ 2nd Semester	❑ Summer

IN-SCHOOL EXTRACURRICULAR ACTIVITIES / CLUBS / SPORTS

EXAMPLE

Activity	Participation Description	Contact Info	Time Committed
Destination Imagination	*Team member, regionals, state & world level*	*Mr. Ijk, e-mail, phone*	*5hrs/wk; Sept. thru May or XX # of hrs*
Freshmen Football Team	*Team player, co-captain*	*Coach Dat, e-mail, phone*	*10hrs/wk; Aug - October or XX # of hrs*

Activity	Participation Description	Contact Info	Time Committed

Total Hours This Page _____

TIME PERIOD	❑ Freshman	❑ Sophomore	❑ Junior	❑ Senior	❑ 1st Semester	❑ 2nd Semester	❑ Summer

OUT-OF-SCHOOL EXTRACURRICULAR ACTIVITIES / CLUBS / SPORTS

EXAMPLE

Activity	Participation Description	Contact Info	Time Committed
Kickers soccer	*Team member*	*Mr. Ijk, e-mail, phone*	*5hrs/wk; Sept. thru May or XX # of hrs*
4-H	*Equestrian activities*	*Ms. Klm, e-mail, phone*	*July 5, 20XX - 4 hrs*
Boy Scouts	*Food for Families Bag Distribution*	*Mr. Ish, e-mail, phone*	*April 8, 20XX - 3 hrs*

Activity	Participation Description	Contact Info	Time Committed

Total Hours This Page _____

TIME PERIOD	❑ Freshman	❑ Sophomore	❑ Junior	❑ Senior	❑ 1st Semester	❑ 2nd Semester	❑ Summer

VOLUNTEER ACTIVITIES

EXAMPLE

Dates:	Activity	Contact Information	# of Hours
5/19/20XX	*Big Brothers/Big Sisters picnic - helped set up*	*Mr. Gkf, e-mail, phone*	*5*
6/13/20XX	*Senior Citizen Center – Played board games with seniors*	*Ms. Jrp*	*3*
7/10/20XX	*Taught Vacation Bible School*	*My Church, Mrs.. Plj, e-mail, phone*	*2*

Dates:	**Activity**	**Contact Information**	**# of Hours**

Total Hours This Page _____