

DIMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
FALL RIVER--SOMERSET--SWANSEA—WESTPORT

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Department Heads are asked to use this form to identify any student that does “NOT” submit their “Time Cards” in a timely manner. Please use one (1) form for each student by filling in the top line “ONLY”. Return these forms with your students Time Cards in the Blue “TIME CARD” envelope no later than the last day of the first weeks cycle .

Student Name: ID: Shop: Date:

You have NOT submitted your Co-op “TIME CARDS” in a timely manner.

As of this date ___/___/___ you have until the end of this cycle to return all of your delinquent Time Cards. If all of your Time Cards have not been submitted to your Department Head you will be expected to report to your **SHOP** at the start of the next cycle.

Should you “FAIL” to return your delinquent Time Cards for the week/s that are missing you will “NOT” be allowed to return to your Co-op Job during the next cycle and you should contact your employer ASAP to make him/her aware of your Co-op status.

Please pick up any blank Time Cards that you may need in the Administration office and if necessary please see your Department Head, Mr. Ciosek, Mr. Aubin or Mrs. Avilla for the missing dates of your Time Cards.

Student Signature: _____ Date: _____

Missing Time Card Dates: ___/___/___, ___/___/___.

Robert J. Ciosek