

**TRANSITION SERVICES  
COMMUNITY SERVICE  
HOURS TRACKING LOG**

Students receiving credit for Work Experience must record specific hours and dates that are worked (volunteered) for the Transition Services records. The employer must complete the Log Sheet, attach a business card of the supervisor, and send to the Transition Services office.

**STUDENT NAME:** \_\_\_\_\_

**STUDENTS HOME HIGH SCHOOL:** \_\_\_\_\_

**COMMUNITY SERVICE SITE:** \_\_\_\_\_

**SUPERVISOR** (Printed name) \_\_\_\_\_

(Signature) \_\_\_\_\_

**~ BUSINESS CARD OF SUPERVISOR MUST BE ATTACHED ~**

<b>DATE</b>	<b>HOURS WORKED</b>	<b>DESCRIPTION OF DAILY DUTIES</b>	<b>INITIAL</b>

Total hours: \_\_\_\_\_

Please send this Log Sheet weekly or bi-weekly to:  
 TRANSITION SERVICES  
 1325 Corporate Blvd., Suite D  
 Reno, NV 89502  
 (775)327-3940 Phone (775)857-3183 Fax