



PETITION FOR APPROVAL OF INTERNSHIP HOURS

Submit this form to your Career & Community Resource Coordinator at your high school to count toward the 120 hours required for graduation. **This form must be filled out by the STUDENT, not the mentor.**

Student's Name

Student Number

School

Grade

In order to receive internship hours, you must complete the information below regarding your internship or community service experience. **Submit this form to your Career & Community Resource Coordinator at your high school.**

Type of Experience (circle one):

Circle One: Community Service Internship Job Shadow College Visit Employment

Name of Company/Organization

Boss/Mentor's Name

Boss/Mentor's Phone Number or Email

_____/_____/_____
Start Date

_____/_____/_____
Ending Date

Still Working Y/N

Total Hours

Student Name (Signature)

Boss/Mentor's Signature

The following may serve as proof of the above work. Please turn in ONE of the following:

- Pay stubs
- A letter on company letterhead listing the dates (start date-end date), total number of hours worked, and duties
- Copies of log-in sheets, which include the company name printed or other documentation utilized by the employer/agency to keep track of hours worked, which include the company name.
- Signature of mentor or boss.

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The Career & Community Resource Coordinator will complete this section:

Date _____ Spoke To _____ Time _____ Approved Y/N _____

Total hours awarded

Career & Community Resource Coordinator's Signature

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