

**OHIO UNIVERSITY
DEPARTMENT OF SOCIAL WORK
UNDERGRADUATE WEEKLY ATTENDANCE REPORT**

Student's Name: _____

Agency Name: _____

Week Beginning (Month/Day/Year): _____

Sunday – Date: _____
_____ to _____ = _____ hrs.
_____ to _____ = _____ hrs.

Thursday – Date: _____
_____ to _____ = _____ hrs.
_____ to _____ = _____ hrs.

Monday – Date: _____
_____ to _____ = _____ hrs.
_____ to _____ = _____ hrs.

Friday – Date: _____
_____ to _____ = _____ hrs.
_____ to _____ = _____ hrs.

Tuesday – Date: _____
_____ to _____ = _____ hrs.
_____ to _____ = _____ hrs.

Saturday – Date: _____
_____ to _____ = _____ hrs.
_____ to _____ = _____ hrs.

Wednesday – Date: _____
_____ to _____ = _____ hrs.
_____ to _____ = _____ hrs.

Number of hours in field placement this **week**: _____.

Provide reason for absences and plan for making up missed hours:

Total number of hours in the field this **quarter**: _____.

I certify that this student has worked the total number of hours indicated above in my agency this week.

Field Instructor: _____

Date: _____