**DCPS REPORTING TEMPLATE**

**Supervisor:**

**Intern:**

**Month/Year:**

**Reported Income (choose ONE method of reporting from the below):**

1. **Percentage Split**

* Employer/Supervisor % =
* Employee/Intern % =
* Total Income to be Split =
* # of Hours Worked =

1. **Hourly Wage Plus Discretionary Bonus**

* Number of House worked =
* Hourly wage (i.e. min. wage, etc.) =
* Bonus amount =

**Comments/Questions:**