

Berks Career and Technology Center

School-To-Career Attendance Reporting Form 2022-2023 School Year

Note to employer: Students enrolled in an approved School-To-Career program can earn high school credit. State guidelines require that a record of the student's attendance be maintained by BCTC. It is the student's responsibility to complete and return this form to the school. **Employers verify the student's work hours by signing the completed form. Meetings held at 8:40 (AM) and 12:30 (PM) unless otherwise specified.**

Student: _____

BCTC Prog: _____

Home School: _____

Employer: _____

Month/Year: **DEC/2022**

Total Hours for Month: _____

DUE: JAN 3 – WEST/EAST

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	DEC 12		
Tuesday	DEC 13		
Wednesday	DEC 14		
Thursday	DEC 15		
Friday	DEC 16		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday	DEC 1		
Friday	DEC 2		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	DEC 19		
Tuesday	DEC 20		
Wednesday	DEC 21		
Thursday	DEC 22		
Friday	DEC 23		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	DEC 5		
Tuesday	DEC 6		
Wednesday	DEC 7		
Thursday	DEC 8		
Friday	DEC 9		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	DEC 26		
Tuesday	DEC 27		
Wednesday	DEC 28		
Thursday	DEC 29		
Friday	DEC 30		

We the undersigned verify the above form was completed by both employer and BCTC student-learner, and accurately reflects the student's time worked.

Student-Learner

Date

Employer

Date

Employer/Training sites and schools of cooperative education students shall not discriminate in educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.