

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: **JAN/2023**

Total Hours for Month: _____

DUE: FEB 6– WEST/EAST

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 16		
Tuesday	JAN 17		
Wednesday	JAN 18		
Thursday	JAN 19		
Friday	JAN 20		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 2		
Tuesday	JAN 3		
Wednesday	JAN 4		
Thursday	JAN 5		
Friday	JAN 6		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 23		
Tuesday	JAN 24		
Wednesday	JAN 25		
Thursday	JAN 26		
Friday	JAN 27		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 9		
Tuesday	JAN 10		
Wednesday	JAN 11		
Thursday	JAN 12		
Friday	JAN 13		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 30		
Tuesday	JAN 31		
Wednesday			
Thursday			
Friday			

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.