

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: **MAR/2023**

Total Hours for Month: _____

DUE: **APR 3– WEST/EAST**

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAR 13		
Tuesday	MAR 14		
Wednesday	MAR 15		
Thursday	MAR 16		
Friday	MAR 17		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday			
Tuesday			
Wednesday	MAR 1		
Thursday	MAR 2		
Friday	MAR 3		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAR 20		
Tuesday	MAR 21		
Wednesday	MAR 22		
Thursday	MAR 23		
Friday	MAR 24		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAR 6		
Tuesday	MAR 7		
Wednesday	MAR 8		
Thursday	MAR 9		
Friday	MAR 10		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAR 27		
Tuesday	MAR 28		
Wednesday	MAR 29		
Thursday	MAR 30		
Friday	MAR 31		

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.