

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: MAY/2023
Total Hours for Month: _____

DUE: MAY 31 – WEST/EAST

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAY 15		
Tuesday	MAY 16		
Wednesday	MAY 17		
Thursday	MAY 18		
Friday	MAY 19		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAY 1		
Tuesday	MAY 2		
Wednesday	MAY 3		
Thursday	MAY 4		
Friday	MAY 5		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAY 22		
Tuesday	MAY 23		
Wednesday	MAY 24		
Thursday	MAY 25		
Friday	MAY 26		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAY 8		
Tuesday	MAY 9		
Wednesday	MAY 10		
Thursday	MAY 11		
Friday	MAY 12		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	MAY 29		
Tuesday	MAY 30		
Wednesday	MAY 31		
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.