

# 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:** NOV/2022

**Total Hours for Month:** \_\_\_\_\_

**DUE:** DEC 5- WEST/EAST

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	NOV 14		
Tuesday	NOV 15		
Wednesday	NOV 16		
Thursday	NOV 17		
Friday	NOV 18		

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

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	NOV 21		
Tuesday	NOV 22		
Wednesday	NOV 23		
Thursday	NOV 24		
Friday	NOV 25		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	NOV 7		
Tuesday	NOV 8		
Wednesday	NOV 9		
Thursday	NOV 10		
Friday	NOV 11		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	NOV 28		
Tuesday	NOV 29		
Wednesday	NOV 30		
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.