

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: **OCT/2022**
 Total Hours for Month: _____

DUE: **NOV 7- WEST/EAST**

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	OCT 17		
Tuesday	OCT 18		
Wednesday	OCT 19		
Thursday	OCT 20		
Friday	OCT 21		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	OCT 3		
Tuesday	OCT 4		
Wednesday	OCT 5		
Thursday	OCT 6		
Friday	OCT 7		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	OCT 24		
Tuesday	OCT 25		
Wednesday	OCT 26		
Thursday	OCT 27		
Friday	OCT 28		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	OCT 10		
Tuesday	OCT 11		
Wednesday	OCT 12		
Thursday	OCT 13		
Friday	OCT 14		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	OCT 31		
Tuesday			
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.