

# 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:** **SEPT/2022**

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

**DUE: OCT 3- WEST/EAST**

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	SEPT 12		
Tuesday	SEPT 13		
Wednesday	SEPT 14		
Thursday	SEPT 15		
Friday	SEPT 16		

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

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	SEPT 19		
Tuesday	SEPT 20		
Wednesday	SEPT 21		
Thursday	SEPT 22		
Friday	SEPT 23		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	SEPT 5		
Tuesday	SEPT 6		
Wednesday	SEPT 7		
Thursday	SEPT 8		
Friday	SEPT 9		

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	SEPT 26		
Tuesday	SEPT 27		
Wednesday	SEPT 28		
Thursday	SEPT 29		
Friday	SEPT 30		

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.