

Berks Career and Technology Center

School-To-Career Attendance Reporting Form 2020-2021 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 8:30 (AM) and 12:45 (PM) unless otherwise specified.**

Student: _____

BCTC Prog: _____

Home School: _____

Employer: _____

Month/Year: **APRIL/2021**

Total Hours for Month: _____

DUE: MAY 3- WEST/EAST

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

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

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

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

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