

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: DEC/2020
Total Hours for Month: _____

DUE: JAN 4- WEST/EAST

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

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

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

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

	Date	W - Work B - BCTC S - Sick H - Homeschool O - Other	Total Hours
Monday	DEC 28		
Tuesday	DEC 29		
Wednesday	DEC 30		
Thursday	DEC 31		
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.