

# 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:** **FEB/2021**

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

**DUE: MAR 1–WEST/EAST**

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	FEB 15		
Tuesday	FEB 16		
Wednesday	FEB 17		
Thursday	FEB 18		
Friday	FEB 19		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	FEB 1		
Tuesday	FEB 2		
Wednesday	FEB 3		
Thursday	FEB 4		
Friday	FEB 5		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	FEB 22		
Tuesday	FEB 23		
Wednesday	FEB 24		
Thursday	FEB 25		
Friday	FEB 26		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	FEB 8		
Tuesday	FEB 9		
Wednesday	FEB 10		
Thursday	FEB 11		
Friday	FEB 12		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday			
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.