

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: JAN/2021
Total Hours for Month: _____

DUE: FEB 1 – WEST/EAST

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 11		
Tuesday	JAN 12		
Wednesday	JAN 13		
Thursday	JAN 14		
Friday	JAN 15		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday	JAN 1		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 18		
Tuesday	JAN 19		
Wednesday	JAN 20		
Thursday	JAN 21		
Friday	JAN 22		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 4		
Tuesday	JAN 5		
Wednesday	JAN 6		
Thursday	JAN 7		
Friday	JAN 8		

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	JAN 25		
Tuesday	JAN 26		
Wednesday	JAN 27		
Thursday	JAN 28		
Friday	JAN 29		

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.