

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: MAR/2021
Total Hours for Month: _____

DUE: APRIL 5–WEST/EAST

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

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

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

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

	Date	W – Work B – BCTC S – Sick H – Homeschool O – Other	Total Hours
Monday	MAR 29		
Tuesday	MAR 30		
Wednesday	MAR 31		
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.