



880 Parsons Road  
Traverse City, MI 49686  
Phone: (231) 922-6320  
Fax: (231) 922-6364

## STUDENT HOURS REPORT POLICY AGREEMENT

Students enrolled at the TBA Career-Tech Center and placed as a co-op/work experience student are required to turn in a Student Hours Report card to their instructor or Student Services Office, on a weekly basis. This form must show total hours worked each day at their co-op/work experience position. It must be filled out completely and signed by their supervisor. The Student Hours Report is due on the students related instruction day at the Career-Tech Center.

In the event the Student Hours Report is not turned in on the due date, the student will be allowed a one week grace period (three day grace period at the end of each semester). If these conditions are not met, all of the days the student was absent from class will be counted as personal absences. It is important to remember that students are allowed five personal absences before credit reduction begins.

**\*\* If the student continually fails to turn in the Student Hours Report card weekly, they may be temporarily removed from the work site (up to 5 days), or be subject to permanent removal from the co-op/ work experience.**

The signing of this agreement constitutes the acceptor's agreement to comply with the above listed conditions.

CTC Program: \_\_\_\_\_

Printed Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

If this student is less than 18 years of age, the following must be signed:

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Notice of Nondiscrimination Policy: In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, age, height, weight, marital status, or lack of English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding to policy should be directed to: Assistant Principal, TBA Career-Tech Center, 880 Parsons Road, Traverse City, MI 49686; 231.922.6273.