**OTC CAREER CENTER ATTENDANCE REPORTING**

**2019-2020**

Career Center session times begin at 8:00 a.m. and 12:20 p.m. Dismiss students in Lincoln and Graff Halls at 10:20 a.m. and 2:40 p.m.Dismiss all other students at 10:25 a.m. and 2:45 p.m.

Students must report to the Career Center office when tardy or leaving early.

**Report attendance in Pinnacle/Gradebook daily.**

Career Center students should be marked with one of the following:

**P** - present

**A** - student is absent and classes are in session

**CA** - student is absent for OTC sponsored college activity such as SkillsUSA, field trip, etc.

**T** - student is tardy

**Lft** - student leaves early

**NS** - OTC classes are not in session

**When a Student is Tardy:** Tardy students must sign in at the Career Center office in ICE 129. Career Center staff will mark them **“T**” and document the time.

**Late Buses:** Students must come to the Career Center office to sign in when their bus is late. Career Center staff will mark the student “**T**”, document the time, and enter “**late bus**” in the comments.

**When a Student Leaves Early:** Students must notify their instructor and sign out at the Career Center office before leaving campus. Career Center staff will mark the student “**Lft**”, document the time, and initial.

If a student leaves class without your permission or you do not know his/her whereabouts contact

Susan Blakey at 447-8123 or872-7815,or call the Career Center office at 447-8126**.**

Questions? Please contact the Career Center office, 447-8126.

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