

**OTC CAREER CENTER
ATTENDANCE REPORTING
2023-2024**

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 kiosk in Industry, Transportation and Technology Center (ITTC) 109, to check out prior to leaving early.

Report attendance in Canvas 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 (i.e. Skills USA, 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 are to go directly to class upon arrival. Teachers should mark the time in the notes on Canvas attendance when reporting the student tardy.

Late Buses: Generally, we are aware when busses arrive late. We will do our best to email instructors on those occasions. Please report students tardy and enter "late bus" in the attendance comments.

When a Student Leaves Early: Students must notify their instructor and sign out at the Career Center office kiosk in ITTC 109 before leaving campus. Career Center staff will document time of departure and communicate with the sending school.

If a student leaves class without your permission or you do not know his/her whereabouts contact the Career Center office at 447-8126.