



Bergen County Technical Schools

Adult & Continuing Education

190 Hackensack Ave, Hackensack, NJ 07601

(201) 343-6000 x 5503

Professional Time Request

Students are allowed six hours of professional time for career-related activities during school hours. Please have the business you are visiting sign off on your visit or provide documentation of such visit. Failure to submit verification of career-related activities will result in the student being marked absent.

Student Information:

Name: _____

Date Requesting Off: _____

Name of Company: _____

Company Contact Information:

Please provide the following information and/or attach a business card along with your signature below.

Name: _____

Name of Company: _____

Phone: _____

Email: _____

Signature of Student

Date: _____

Signature of Company Representative

Date: _____