



## Bergen County Technical Schools

### Adult & Continuing Education

190 Hackensack Ave, Hackensack, NJ 07601

(201) 343-6000 x 5503

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## 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: \_\_\_\_\_