



Work Experience for Credit Requirement Checklist

Work Experience for Credit is completed outside of regular class hours. A student does not need to register for the credit option in advance, but he/she must submit the application for credit after the necessary hours are completed. **It is the sole responsibility of the student to ensure requirements are met and submitted according to deadlines.**

DEADLINES: This form and accompanying documents must be submitted within the first two weeks of the following semester to be recorded and included with semester grades. (Example, to receive credit for fall semester, documentation must be submitted within the first 2 weeks of the following spring semester).

Graduating seniors must submit all paperwork at least two weeks prior to the end of the semester to be recorded and included with semester grades. Work completed during the summer must be submitted by September 1 of each school year. Completed packets may be submitted early at any point in the semester.

WORK EXPERIENCE FOR CREDIT HIGH SCHOOL OPTION:

- *Students & Parents/Guardians will read and agree to follow the guidelines of the Fairbanks North Star Borough School District’s Work Experience for Credit option. The student and parent/guardian understand that it is the student’s responsibility to submit his/her work verification logs and required signatures in a timely manner in order to receive credit toward graduation.*
- *Students & Parents/Guardians understand that this option’s credit does not count toward ASAA eligibility.*
- *Students & Parents/Guardians understand that this option is not a ‘class’, is not listed in a student schedule, and therefore does not count as a class for the purposes of eligibility.*
- *Students & Parents/Guardians understand this credit option earning 0.5 credits receives a grade of “PASS” that does not count as a grade for GPA purposes.*

CREDITS: **Work Experience for Credit** is a 0.5 credit elective option available for high school students who work for 120 hours and complete all of the requirements. Students may earn a maximum of 2 credits towards graduation. Students may accumulate hours over multiple terms, as long as the work is continuous; credit is awarded in the semester the work is completed and forms are submitted. Students may repeat *Work Experience for Credit* up to four times, or for a maximum of 2 credits. **Work Experience for Credit is graded Pass or Fail.**

In order to have credit posted on a transcript, students should complete the following steps:

1. Review the requirements prior to beginning employment.	<input type="checkbox"/>
2. Check and confirm with the employer that he/ she is willing to sign and verify employment as well as completion of required hours.	<input type="checkbox"/>
3. Save documentation to submit with request for credit. <u>Keep 1 copy for yourself</u> a. Pay stubs or Time sheets b. Work logs signed by a supervisor c. Supervisor’s Work Skills Feedback	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Upon completion of 120 hours, fill out the “Request for Elective Credit: Work Experience for Credit” form, attach documentation of hours, complete the Work Log Form, and submit supervisor’s work skills feedback.	<input type="checkbox"/>
5. Submit all documents to your school counseling office.	<input type="checkbox"/>
6. It will be up to the student to verify that all requirements are met and documentation is complete. Student should check in with counseling office 1 week after submitting all paperwork.	<input type="checkbox"/>