



## 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><br>a. Pay stubs or Time sheets<br>b. Work logs signed by a supervisor<br>c. Supervisor's Work Skills Feedback                 | <input type="checkbox"/><br><input type="checkbox"/><br><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"/>   |



## Request for Elective Credit: Work Experience for Credit

**INSTRUCTIONS:** High School students wishing to request 0.5 – 2.0 elective credits under *Work Experience For Credit* must submit this completed form and attach all the appropriate documents as listed. All requirements must be completed to earn this high school credit option. Work Experience for Credit is graded Pass/Fail.

**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.

- Obtain all required signatures
  - Student Signature
  - Supervisor Signature
  - Parent Signature
- Attach proof of 120 hours of continuous work experience (pay stubs, time sheets, etc.).
- Complete and attach the Work Log form
- Complete and attach the Supervisor’s Work Skills Feedback form

Student’s Name (Print Legibly) \_\_\_\_\_

ID# \_\_\_\_\_ Current Grade Level \_\_\_\_\_

Student’s Email \_\_\_\_\_

Student’s Cell or home phone number \_\_\_\_\_

Place of Employment \_\_\_\_\_

Supervisor’s Name \_\_\_\_\_

Supervisor’s Contact information:

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_



**Request for Elective Credit: Work Experience for Credit**

Student Name (Print Legibly): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Proof attached

Pay stubs or Time Sheets       Work log signed by supervisor

Supervisor's Work Skills Feedback Form Signed       Other \_\_\_\_\_

Total Number of hours worked \_\_\_\_\_

Request completed during: School Year (i.e. 18-19 SY) \_\_\_\_\_

Fall Semester       Spring Semester       Summer Semester

Have you previously earned Credit for Work?  Yes  No

If so, how much credit have you earned to date? \_\_\_\_\_

By signing below, the student and parent/guardian verifies:

- They have 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.
- They understand that this option's credit does not count toward ASAA eligibility.
- They 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.
- This credit earning 0.5 credits receives a grade of "PASS" that does not count as a grade for GPA purposes.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/  
Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  Student is 18+ years old

**\*School Section Only**

Student received the following grade:  Pass  Fail

Student received \_\_\_\_\_ credits (maximum of 2.0 credits)      Credit Code: X10

School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_



## Supervisor's Work Skills Feedback

Please evaluate the student below on their work experience with you. There is a separate log that requires the student to keep track of their time worked.

Student Name (Print Legibly): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Parent/Guardian's Name (Print Legibly): \_\_\_\_\_

Employment Location / Job Performed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

*Please check the boxes of where you feel the student is performing*

| Professional Skill  | Never | Rarely | Sometimes | Frequently |
|---|-------|--------|-----------|------------|
| <b>TEAM MEMBER</b>  |       |        |           |            |
| Works well with others. Demonstrates good communication skills and encourages other team members.                               |       |        |           |            |
| <b>RESPONSIBLE</b>  |       |        |           |            |
| Is a self-starter; sees a task that needs to be done and does it without being asked; follows directions.                       |       |        |           |            |
| <b>HONESTY/INTEGRITY</b>  |       |        |           |            |
| Can be trusted to follow the rules, even when the supervisor isn't present; keeps their word.                                   |       |        |           |            |
| <b>DEPENDABILITY/FOLLOW-THROUGH</b>   |       |        |           |            |
| Works diligently to complete tasks; alerts supervisor to problems or delays.  |       |        |           |            |
| <b>GOOD ATTENDANCE/ON-TIME</b>  |       |        |           |            |
| Can be depended to be at work unless he/she has a good reason, like an illness; is on time to begin work.                       |       |        |           |            |
| <b>ACCURACY OF WORK</b>   |       |        |           |            |
| Is careful and avoids mistakes and, if he/she makes one, alerts the supervisor and fixes the mistake; pays attention to details |       |        |           |            |

SUPERVISOR SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

PARENT/  
GUARDIAN SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Student is 18+



## Work Experience for Credit Work Log

**Instructions:** Students must obtain a job and complete this log sheet to indicate the hours worked towards the 120-hour minimum for 0.5 credits. Students may repeat the experience to earn a maximum of 2 credits. **The responsibility of securing all the documentation and applying for the credit falls solely on the student.**

\*Only include weeks in which hours were worked. Additional pages may be added as necessary.

| Week of:                   | Hours worked |      |     |       |     |           | Weekly Total |
|----------------------------|--------------|------|-----|-------|-----|-----------|--------------|
|                            | Mon          | Tues | Wed | Thurs | Fri | Sat / Sun |              |
| <i>Example:</i><br>3-26-18 | 2            |      | 2   |       |     | 8         | 12           |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
|                            |              |      |     |       |     |           |              |
| <b>Total:</b>              |              |      |     |       |     |           |              |

By signing this log, the Supervisor is verifying the student's total hours worked on this log.

Supervisor's Name (Please print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

By signing this log, the student verifies the accuracy of the logged hours worked.

Student's Name (Please print) \_\_\_\_\_

Student ID# \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

By signing this log, the parent/guardian verifies the accuracy of the logged hours worked.

Parent/Guardian's Name (Print Legibly) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_  Student is 18+