

COLORADO'S FINEST ALTERNATIVE HIGH SCHOOL
Work Credit Contract

In order to receive work credit, this form must be filled out completely and accurately. A new registration form must be completed if you change jobs. Work credit is like a class. You must re-register every year to continue your credit.

Today's Date: _____ Your Name: _____
Family Teacher: _____ Date Started This Job: _____
Company Name: _____
Company Address (NUMBER & STREET): _____
City: _____ State: _____ Zip: _____
Your Job Title: _____ Company Phone: _____
How many hours per week do you plan to work? _____
Your Supervisor (FIRST & LAST NAME): _____
Does this job replace another job? _____ Where: _____

I am requesting to be included in the **WORK CREDIT PROGRAM** at Colorado's Finest Alternative High School. I have read, understand, and agree to the following conditions:

1. My work credit starts from the day I register my job with the **CAREER & TECHNICAL EDUCATION ADVISOR (CTE)**.
2. I understand that I must save my pay stubs from my work. These will be used to compute my work credit. If I lose, misplace, or am unable to locate some or all of my pay stubs, I will not receive credit for those hours of work. The category of "Year-To-Date" will not be used to recapture those hours. I am aware that it is my responsibility to provide the CTE Advisor with a record of my work hours at the end of each session, and at the end of the summer. **I am responsible for submitting these pay stubs in an orderly manner, organized by date. If I do not receive pay stubs, I must have specific permission from the CTE Advisor before I can register my job.**
3. If I choose to leave my job, I will make every effort to give my employer at least two-weeks notice prior to leaving. Failure to do this may cause me to not be awarded credit for that job. If I replace this job with another, I will submit an evaluation from my previous employer with my new job registration. **It is my responsibility to inform the CTE Advisor immediately upon leaving or changing jobs.**
4. I fully understand that this contract makes me a representative of Colorado's Finest Alternative High School. My performance and attitude on the job may have impact on whether another CFAHS student will have an opportunity to work for this employer.
5. I must be enrolled in school in order to receive work credit. If I withdraw for a grading session or am out of school based on appeals, I may not be awarded credit for my time away from school.

6. **AMOUNT OF CREDIT:** During my tenure at CFAHS, I may earn a maximum of 400 points of work credit. Work credit will be computed in the following manner, each session and after summer vacation: **hours worked ÷ 5 = points (to a maximum of 400)**. All points will be credited as 'elective' in designated boxes on the box sheet. When these boxes are filled (400 points) there is no advantage to registering a job with the CTE Advisor.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS FOR RECEIVING WORK CREDIT AT COLORADO'S FINEST ALTERNATIVE HIGH SCHOOL. I ACCEPT ALL OF THESE REQUIREMENTS.

Student Signature

Date

Family Teacher Signature

CTE Advisor's Signature