



Request for Elective Credit: Work Experience for Credit

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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 _____