

## **Instruction**

### Elective Credit for Paid Work Experience

#### Pre-Approval Process

Students must obtain approval in advance by completing and submitting Work Experience Request and Approval Form, 2417 F-1 with appropriate signatures and documentation. The school principal or designee will review the form. Upon approval by the school principal or designee, the student may be scheduled for paid work for elective credit. Work must occur after the pre-approval date. Students seeking to pursue elective credit during summer months must receive pre-approval prior to the end of the school year.

#### Verification and Approval Process

Following completion of the paid work experience, the student is responsible for completing and submitting Work Verification and Proficiency and Growth in Meeting Financial Literacy Standards Form, 2417 F-2 with appropriate documentation, including verification of hours worked and completion of a narrative describing how the work experience resulted in proficiency on the state financial education learning standards for employment, income, or financial decisions and growth in proficiency in meeting the state financial education learning standards that occurred pre-work and in post-work experience. In addition, students must update their High School and Beyond Plan to reflect their paid work experience.

Upon approval, the principal or designee will ensure credit is awarded, based on the formula of 360 hours = 1 elective credit; 180 hours = 0.5 elective credit, using state course code 22998 Workplace Experience. The student and parent/guardian will be notified.

Documentation of work hours must occur at least once per term/semester.

#### Scheduling

Students scheduled for work hours during the regular school day qualify for apportionment if within their 1.0 full-time enrollment (FTE).

Adopted: November 2023