

Work Experience for Request and Approval Form

This form is a request for approval from the district for participation, scheduling, and granting of elective credit for paid work experience outside of worksite learning in accordance with District Policy 2417 Elective Credit for Paid Work Experience and must be completed prior to starting the work experience. This form does not take the place of required documentation for school sponsored worksite learning or the [Parent/School Authorization](#) form from Labor & Industries for approval of minor employment.

**Student Information:** Students must be legally eligible for paid employment and at least 16 years old.

Student Name: \_\_\_\_\_ Year/Semester of Course of Study: \_\_\_\_\_

Student ID: \_\_\_\_\_ Age: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**Planned Employment Information:**

Job Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Expected Hours (per week/per month): \_\_\_\_\_

Expected Credit (180 hours = 0.5 credit, 360 hours=1.0 credit): \_\_\_\_\_

Work Start Date: \_\_\_\_\_

Indicate daily work hours and whether work is part of the student's school day or outside regular school hours: \_\_\_\_\_

**Employer Contact Information:** (Worksite supervisor/manager who supervises student and verifies the student's work hours):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Family Approval:** I am requesting that my work experience of \_\_\_\_\_ hours satisfy \_\_\_\_\_ elective credit for the Kennewick School District. (360 hours=1.0 credit, 180 hours=.5 elective credit, maximum of 2.0 elective credits)

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Narrative: Please attach an additional page if more space is needed.

A. Describe the work experience you will be completing. What types of activities and tasks will you be doing?

B. How will this experience help you meet your educational goals.

C. How will this work experience, job performance and efforts directly impact your future career and educational opportunities?

D. Describe at least 4 financial standards you will be learning about through this experience. For example, will you be spending/saving your income, investing your income, how will you track your payments, learning how to read your pay stub, W-2, taxes, setting financial goals, making financial decisions, etc. Use the following resources to learn more about the financial standards you would like to learn about during your work experience. [Washington State High School Financial Education Standards](#), [Spanish Financial Education Resources for K-12](#) , [Financial Education FAQs](#)

**Students approved for Elective Credit for Work Experience will be enrolled in a course at their school. Upon successful completion of hours and reflection form 2417 F-2, they will earn a Satisfactory (S) on their transcript. Students who do not successfully complete the hours and form will have an Unsatisfactory (U) placed on their transcript.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

.....  
Approval Verification

- Approved
- Denied

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date