

## Issaquah School District #411 Paid Work Experience Student Request and Elective Credit Approval Form

*This form supports implementation of [HB 1658 \(2023\)](#) and [Washington Administrative Code \(WAC\) 392-410-316](#), creating a plan to award elective credit for paid work experience, for students ages 16, including the opportunity to schedule the work experience as a period during the school day. This form does not take the place of required application and documentation for CTE worksite learning opportunities, or of the [Parent/School Authorization form](#) from Labor & Industries for approval of minor employment.*

*This form is an application to request approval from the district for participation, scheduling, and granting of elective credit for paid work experience, outside of worksite learning, in accordance with ISD Regulation 2410.*

**NOTE:** Student must have taken or be concurrently enrolled in the Personal Finance course to be eligible for this opportunity.

Student Information:	
<b>Last Name:</b>	<b>First Name:</b>
<b>Student ASB#:</b>	<b>Grad Year:</b>
<b>Phone:</b>	<b>Parent/Guardian Name (If student is under 18):</b>
<b>Email:</b>	
Planned Employment Information:	
<b>Employer:</b>	<b>Job Title:</b>
<b>Work Start Date:</b>	<b>Requested Credit</b> (180hrs=.5 credit, for max of 2.0 elective credit):
<b>Expected Work Hours/Schedule:</b>	<b>Requested Class Period</b> (if reducing school schedule):
Employer Contact Information (Worksite supervisor/manager who supervises student and verifies student's work hours):	
<b>Name:</b>	<b>Title:</b>
<b>Email:</b>	<b>Phone:</b>
<b>Supervisor Signature:</b> _____ <b>Date:</b> _____	
Family Approval:	
<i>I have taken, or am concurrently enrolled in, the Personal Finance course. I request that my _____ hours of work experience be accepted to earn _____ elective credit for Issaquah School District, with a letter grade of P (passing). I understand I must submit documentation of my hours worked, and a statement about my work experience by the end of the semester.</i>	
<b>Student Signature:</b> _____ <b>Date:</b> _____	
<b>Parent/Guardian Signature</b> (required if under 18): _____ <b>Date:</b> _____	
<b>Employment &amp; Hours Worked Verification Documentation</b> (provided by student for enrollment, and for hours worked):	
<input type="checkbox"/> Letter on employer letterhead from supervisor (documentation of employment)	
<input type="checkbox"/> Pay stub (documentation of employment, and/or of hours worked)	
<input type="checkbox"/> W-2 (documentation of hours worked)	
District Use Only	
<i>This form has been reviewed and verified by the school counselor or principal. The student request meets requirements to enroll in and earn paid work experience for elective credit, either outside of school, or as a course during the school day:</i>	
<b>1.) Date of Approval to Enroll &amp; Start Collecting Work Hours:</b>	
<b>2.) Date of Submission of Completed Work Hours &amp; Supporting Materials:</b>	
<b>Elective Credits to Award, up to 2.0</b> (180 hours=.5/ 360 hours=1.0):	
<b>Date of Credit Approval:</b>	<b>Counselor Signature:</b> _____
<b>Date Recorded on Transcript:</b>	<b>Registrar Signature:</b> _____

# Paid Work Experience Request and Elective Credit Approval Form

## Background

[House Bill 1658 \(2023\)](#) and [Washington Administrative Code \(WAC\) 392-410-316](#) allow the opportunity for high school students to earn elective credit for paid work, and [WAC 392-121-139](#) guides apportionment for elective credit for paid work experience. Equivalency credit for work experience aligns directly with two of the state's learning goals: "understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities" and "think analytically, logically, and creatively, and to integrate technology literacy and fluency as well as different experiences and knowledge to form reasoning judgments and solve problems." Through work experience, students practice and demonstrate knowledge, skills, and abilities aligned to multiple academic learning standards and leadership and employability skills which should contribute towards earning credit towards graduation. The purpose of a high school diploma is to declare that a student is ready for success in postsecondary education, gainful employment, and citizenship, and is equipped with the skills to be a lifelong learner ([RCW 28A.230.090](#)) and work experience supports student success and should be valued and reflected as such.

## Requirements

In accordance with District Policy 2410, students may apply for the opportunity to pursue elective credit for paid work experience in alignment with [WAC 392-410-316](#). Once approved, students can begin collecting documentation of their work hours. This does not replace the requirements or processes for credit earned through CTE Worksite Learning and is used solely for elective credit.

- Students must be legally eligible for paid employment, and be at least 16 years old.
- Students must be approved in advance and in writing by the school counselor, principal, or school designee. Students are required to provide verification of employment and identify their employee supervisor.
- Students must submit a statement that describes how the paid work experience will develop knowledge and skills for basic education; an understanding of work and finance; and how performance, effort, and decisions affect future career and education opportunities ([RCW 28A.150.210](#)).
- Students must demonstrate or be assessed on grade-level proficiency of the state financial education learning standards for employment, income, or financial decisions ([RCW 28A.300.469](#)) and growth in proficiency in meeting the state financial education learning standards that occurred pre-work and in post-work experience.
  - As such, this opportunity is open only to students who have taken or are concurrently enrolled in the Personal Finance course at their High School.
- Credit is earned at a rate of 360 hours for 1.0 credit: 180 hours for 0.5 credit. Students may earn up to 2.0 elective credits through verification of paid work experience.
- Paid hour verification must be completed and submitted to the school counselor no less than once per semester.
- Students may earn credit for work experiences scheduled as part of their school day or through experience that occurs outside of the regular school day ([WAC 180-51-050](#)) and ([WAC 180-51-051](#)). Students scheduled during the school day qualify for apportionment if within their 1.0 FTE.
- Districts must report paid work experience for elective credit to the state using a specific state course & designation code.
- The student's High School and Beyond Plan must be updated to reflect the work experience ([RCW 28A.230.090](#)).

## Process for Submission

1. Student completes and submits the Work Experience Request for Credit and Approval form with appropriate signatures and documentation to the school counselor or principal.
2. School counselor or principal reviews the form and approves scheduling the student for paid work for elective credit.
3. Once approved, the student completes the paid work hour experience, and by the end of the semester, submits verification of hours worked and the required student statement, and is assessed on WA Financial Ed Learning Standards.
  - a. **Required Student Statement:** a.) describe how the paid work experience developed your education knowledge and skills; b.) in your own words, describe the importance of work and finance; and c.) state how performance, effort, and decisions can affect your future career and education opportunities.
4. School counselor or principal verifies hours worked and approves the number of earned credits to be awarded, based on the formula of 360 hours=1 credit; 180 hours = 0.5 credit, and notifies the school registrar.
5. Registrar adds the approved amount of elective credit earned through paid work experience with a Passing (P) grade to student's transcript. Registrar confirms that credit has been added, notifying the student and guardian.