North Star Online School

Work and Study Credit Statement of Understanding

This form is to be submitted to your counselor with **current paystub or employer verification letter attached**. Please initial each item below and complete the information at the bottom of the page to indicate your understanding.

_____ I understand that this job must be a job that has deductions taken out of the paycheck. The job cannot be a 1099 job (independent contractor).

_____ I understand 180 hours of paid employment are required per .5 credit. Students are expected to submit copies of ALL paycheck stubs showing deductions and the number of hours totaling 180 once this hour total has been reached (student is to keep all stubs until this time) within the given semester.

_____All paperwork must be electronically sent to your counselor or dropped off to the Riggins Campus. Email paystubs to the appropriate counselor (A-L) heather.mclaughlin@washoeschools.net or (M-Z) caren.baum@washoeschools.net with the **subject line: Work Study Hours**

_____Paycheck stubs pictures must be clear and legible and include the company name, student name, deductions, pay period dates and hours. It is your responsibility to remember to submit paystubs-Counselor will not issue reminders.

_____ If you are using this class a one of your minimum load required classes (1 of your 6 classes), hours completed must be during the semester dates of the semester you are using this class as a minimum load class.

_____ I understand that the deadline to submit my paystubs is: Fall: one week prior to end of semester; Spring: Seniors-3rd Fri in May; all other grade levels: one week prior to the end of the semester.

_____ I understand that the final grade will be posted to the transcript at the end of the semester.

_____ I understand that habitually submitting course requirements late, or neglecting to turn them in at all, will result in the issuance of an unsatisfactory grade (U) and no credit will be earned. If I earn a (U) grade, I am ineligible to participate in work study the following semester.

_____ If you are unable to earn 180 hours or quit your employment AND this course is part of your minimum load, you will need to contact the counselor immediately**. If dropping the work and study credit puts the student below the required minimum academic load of classes the student will be required to add another class to the schedule (fee may apply).**

_____ I understand that students who withdraw from a Washoe County School will also be withdrawn from the class.

DATE:_____

_____ _____ _____

Student's Signature Student's Email Student's Phone #

_____ _____ _____

Parent's Signature Parent's Email Parent's Phone #

_____ _____

Name of Employer/Company Student's Position with Employer

For office use only: Minimum Load Yes / No