



# General Work Experience Guidelines & Requirements

**Madras High School**

390 SE 10<sup>th</sup> St  
Madras, OR 97741  
541-475-4820

*Complete the Questionnaire using proper grammar and spelling. Please give this packet to your counselor. Please attach your paystubs and/or proof of hours worked.*

Student Name	Grade Level
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## Employer Information

Name of Business and Supervisor	Phone
Address	

High School Credit through Jefferson County Public Schools will be awarded for Work Experience based upon the following criteria:

1. Only work hours generated during high school can be tracked.
2. Completion of the Work Experience Packet is required, and must be completed before credit will be granted. No credit will be awarded if the packet is incomplete.
3. The student's employer must have an IRS employer identification number and pay at least the legal minimum wage. Volunteer service may qualify if the agency is a registered non-profit organization and hours are verifiable.
4. A maximum of four credits is available for Work Experience during your high school career, usually limited to .5 credit per term (semester 1, semester 2, and summer).

**½ credit = 60 hours**

5. It is the responsibility of the student to submit check stubs or W-2 forms to verify hours worked. It is also the student's responsibility to return all paperwork to Madras High School.
6. A grade of "Pass" is given if the requirements of the course are completed. Grading is based upon ( 1 ) satisfactory completion of the Work Experience Packet, (2) receipt of the completed chosen assignment and (3) check stubs (or other acceptable proof of hours) to verify hours indicated on the form.

**I have read this document and understand the procedure for obtaining work experience credit.  
I agree to participate in the program.**

Student Signature	Date	Parent/ / Guardian Signature	Date
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**Grade: \_\_\_\_\_ Credits Earned: \_\_\_\_\_ Credit type: \_\_\_\_\_ Course Code: S821 Recorded by Registrar: \_\_\_\_\_**

Counselor Signature	Date	Admin Signature:	Date
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