Work Experience Approval Form

Print Form

Office of Teaching and Learning
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9212 || F: (907) 746-9292

Instructions: Students must complete a minimum of 120 approved employment hours to earn 0.5 credit per semester. This course is repeatable, but you cannot earn more than 0.5 credit in a single semester. A maximum of 4 credits may be earned in total. The 120+ hours must be completed within the semester the credit is being earned. The summer is also an approved grading period for 0.5 credit. It's highly recommended that students take the Customer Service course in addition to the prerequisite, Employability Orientation. After approval, the original form is to be filed in the student's permanent file, one copy is for the counselor, and one copy is for the student.

Student Name		Student ID		Phone #	
Mailing Address		Grade Level		Graduation Year	
		High School			

Employment Location	
Supervisor(s) Name	
Supervisor(s) Phone #	Supervisor(s) Email

Describe the work experience you performed or intend to perform.

I have read and agree to follow the guidelines of the Mat-Su Borough School District's Other Credit Option Policy. I understand that it is my responsibility to submit my work verification logs in a timely manner in order to receive credit toward graduation.

Student Signature Date	Parent / Guardian Signature Date
School Counselor Signature Date	School Principal Signature Date

Work Experience Verification Log

Print Form

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Student Name		Student ID		Phone #	
Mailing Address		Grade Level		Graduation Year	
		High School			
Employment Location					
Supervisor(s) Name					
Supervisor(s) Phone #		Supervisor(s) Email			

Supervisor Evaluation

Please indicate in the appropriate box where you feel the student is performing under each employability skill.

Employability Skill	1 = Never	2 = Rarely	3 = Sometimes	4 = Frequently	5 = Always
Responsible / Self Disciplined Is a self-starter; is committed to and accountable for work assigned; does not just do the bare minimum to get the job done; is loyal to the employer.					
Good Team Member Shares information; works well and credits (praises) other workers; puts the team above personal interests.					
Honesty / Integrity Bases actions on a personally held set of values; can be trusted to follow the rules when supervisors are not present; keeps his/her word.					
Dependability / Follow Through Works diligently to complete the tasks; alerts supervisor to problems or delays so there are no surprises about work not being done.					
Good Attendance / On-Time Can be depended upon to be at work except for good reasons, such as illness or death in the family; ready to begin work on time.					
Accuracy of Work / No Waste Is careful and avoids mistakes; if mistakes are made, will correct the errors; takes pride in work well done; holds high standards.					

Total Hours

Supervisor's Signature Date

☐ Evidence of employment attached in the form of a pay stub, W-2 Forms, or a letter from the Employer.

Note to the Registrar: Course # 9969; Grade is Pass/Fail.
Students must work a minimum of 120 hours of approved employment to earn .5 credits per semester. This course can be repeated but cannot be concurrently taken for more than .5 credit each semester. Each 120+ hours must be worked within the semester the credit is being earned. Summer is also an allowable grading period for .5 credit.