

EQUIVALENCY CREDIT OPPORTUNITIES

A. Purpose

The purpose of this procedure is to establish uniform processes for awarding equivalency credit for high school students. Equivalency credit may be awarded for learning experiences that occur outside of traditional classroom instruction, including Career and Technical Education (CTE) courses, competency-based assessments, alternative learning experiences, and paid work experience.

All equivalency credit shall:

- Align with Washington State learning standards;
 - Demonstrate rigor comparable to traditional coursework; and
 - Be awarded in a manner that is equitable, consistent, and compliant with state law.
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B. Career and Technical Education (CTE) Equivalency Credit

1. District Equivalency Review Process

The superintendent or designee shall establish a district equivalency review team to evaluate and approve CTE courses for academic equivalency credit.

The review team shall include:

- Assistant Superintendent of Learning and Teaching or designee;
- Director of Schools or designee;
- Director of Career and Technical Education;
- Building principals or designees;
- Content-area teachers representing the core academic subject(s) in the equivalency area;
- CTE instructors;
- School counselors.

2. Approval Criteria

CTE courses may be approved for equivalency credit when the course:

- Aligns with Washington State learning standards and grade-level expectations;
- Aligns with current industry standards as validated by the CTE advisory committee; and
- Demonstrates comparable scope, depth, and rigor to the equivalent academic course.

3. Course Approval and Communication

Approved equivalency courses shall be:

- Documented and maintained by the district;
 - Reviewed periodically to ensure continued alignment; and
 - Communicated to students, staff, and families through course catalogs and advising materials.
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C. Elective Credit for Paid Work Experience

1. Eligibility

Students must:

- Be at least sixteen (16) years of age; and
- Be legally eligible for paid employment.

2. Prior Approval

Students must obtain written approval prior to participation. Approval shall be granted by a school counselor, principal, or designee and shall include:

- Verification of employment;
- Identification of employer and worksite supervisor;
- Completion of a district Student Request and Credit Approval form.

3. Credit Calculation

Elective credit shall be awarded based on verified paid work hours:

- 360 hours = 1.0 credit
- 180 hours = 0.5 credit
- Maximum of 2.0 elective credits may be earned

4. Learning Requirements

Students must demonstrate learning aligned with state expectations by:

- Completing a written narrative describing:
 - Skills developed through employment;
 - Understanding of work, finance, and decision-making;
 - Connections to future educational and career goals;
- Demonstrating proficiency in Washington State Financial Education Learning Standards.

5. Verification and Monitoring

- Work hours shall be verified by the district at least once per term;
- Verification may include pay stubs, employer documentation, or other approved records;
- District staff shall ensure all requirements are met prior to awarding credit.

6. Scheduling and Reporting

- Work experience may occur during or outside the regular school calendar;
- Students participating during the school day must remain within FTE limits;
- The district shall report the course using state-designated codes and comply with apportionment requirements.

7. Documentation and Transcript

- Credit shall be awarded as elective credit only;
- The High School and Beyond Plan shall be updated;
- All documentation shall be retained in accordance with district records procedures.

D. Equity and Access

The district shall ensure:

- Equitable access to all equivalency credit opportunities across schools;
- Clear communication of available options to students and families;
- Consistent implementation of procedures across buildings.

Adopted: May 26, 2026

