



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Elective Credit for Paid Work Experience
Student Narrative and Financial Standards Assessment Form
School District: Click or tap here to enter text.

This form documents completion of the Student Narrative and the pre-and post-assessment of Financial Standards Competencies required by [HB 1658 \(2023\)](#) for students to earn up to 2 elective credits for paid work experience. This form does not take the place of additional required documentation for school sponsored worksite learning or any of the additional requirements of [HB 1658 \(2023\)](#) and District Policy 2401. **Only the top portion of this form is completed by students.**

Student Information:

Last Name: Click or tap here to enter text.

First Name: Click or tap here to enter text.

Student ID: Click or tap here to enter text.

Expected Graduation Date: Click or tap here to enter text.

Student Narrative (Describe how the paid work experience will develop knowledge and skills to meet your education goals, support your understanding of work and finance, and how performance, effort, and decisions directly affect your future career and educational opportunities.)

Click or tap here to enter text.

Washington State Financial Education Resources:

- [Washington State High School Financial Education Standards](#)
- [Spanish Financial Education Resources for K-12](#)
- [Financial Education FAQs](#)

District Use Only:

Pre-Assessment of Financial Education Standards (student completes prior to paid work experience for elective credit)

Counselor/School Designee: Select the Pre-Assessment Financial Education Competency the student completed.

Choose an item.

Counselor/School Designee: Select the Pre-Assessment Financial Education Competency level the student achieved.

Choose an item.

Post-Assessment of Financial Education Standards (student completes after participation in paid work experience for elective credit)

Counselor/School Designee: Select the Post-Assessment Financial Education Competency the student completed.

Choose an item.

Counselor/School Designee: Select the Post-Assessment Financial Education Competency level the student achieved.

Choose an item.

Confirmation & Signatures:

Student meets narrative requirement: Choose an item.

Student meets Financial Education pre- and post-assessment requirement: Choose an item.

Student's High School and Beyond Plan has been updated to reflect paid work experience: Choose an item.

This form has been reviewed and evaluated by the school counselor/school designee to meet the above requirements for paid work for elective credit.

Date of Review: Click or tap here to enter text. **Counselor or Designee Signature:** _____

Elective Credit for Paid Work

Background

[House Bill 1658 \(2023\)](#) passed by the legislature in 2023, adds a new sections to Chapter 392-410, [Washington Administrative Code \(WAC\) 392-410-316](#) authorizing high school students to earn elective credit for paid work and to Chapter 392-121, [WAC 392-121-139](#) to guide 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 ([Revised Code of Washington \(RCW\) 28A.230.090](#)) and work experience supports student success and should be valued and reflected as such.

Requirements

In accordance with District Policy 2401, students may receive elective credit for documented and verified paid work experience in alignment with [WAC 392-410-316](#) and [WAC 392-121-139](#). This does not replace the requirements or processes for credit earned through school placed Worksite Learning and should be 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 complete a narrative 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.
- Credit is accumulated at a rate of 360 hours for 1.0 credit: 180 hours for 0.5 credit.
- Students may earn up to 2 elective credits through verification of paid work experience.
- Paid hour verification must be completed by the school district no less than once per term.
- 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.
- The paid work experience for elective credit must be reported using a specific state course code and designation code that will be provided in the 2023–24 CEDARS manual after completion of the winter build.
- The student's High School and Beyond Plan must be updated to reflect the paid work experience ([RCW 28A.230.090](#)).

Process for Submission

1. Student completes the Work Experience Narrative and Financial Standards form after receiving approval for participation in paid work experience for elective credit and under the guidance of the school counselor, principal, or school designee.
2. The school counselor, principal, or school designee reviews and approves the student's narrative and pre- and post-assessment which is required to earn elective credit.
3. Student completes the paid work experience and provides verification of hours worked to the school counselor, principal, or school designee. Verification may be provided through a single document including but not limited to a pay stub, W-2, or other documentation as agreed to by the school district.
4. The school counselor, principal, or school designee approves the narrative and financial standards assessment, verifies hours worked, and approves the number of earned credits based on the formula of 360 hours=1 credit; 180 hours = 0.5 credit.
5. Once approved, the registrar will post the credit to the student's transcript reflecting elective credit earned through the specific state course code established in the CEDARS manual. The registrar will confirm completion with the school counselor, principal, or school designee and the student/guardian will be notified.