

**Elective Credit for Paid Work Student Request and Credit Approval Form****Complete and return to** District Contact **at** District Email

This form supports implementation of [HB 1658 \(2023\)](#) that added a new section to Chapter 392-410, [Washington Administrative Code \(WAC\) 392-410-316](#) planning to schedule paid work experience for elective credit as a course during the school day for students ages 16 or older and to record credit earned. This form does not take the place of required documentation for school sponsored worksite learning or the [Parent/School Authorization form](#) from Labor & Industries for approval of minor employment. This form is a request for approval from the district for participation, scheduling, and granting of elective credit for paid work experience outside of worksite learning in accordance with District Policy 2401.

**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.**Parent/Guardian Name** (If student is under 18): Click or tap here to enter text.**Phone:** Click or tap here to enter text.**Email:** Click or tap here to enter text.**Planned Employment Information:****Job Title:** Click or tap here to enter text.**Name of Company:** Click or tap here to enter text.**Class Periods Requested:** Click or tap here to enter text.**Expected Hours:** Click or tap here to enter text.**Work Start Date:** Click or tap to enter a date.**Expected Credit** (360 hours=1.0 credit): Click or tap here to enter text.**Employment and Hours Worked Verification Documentation (provided by student for enrollment and hours worked):**

- ☐ Letter on employer letterhead from supervisor (documentation of employment)
- ☐ Pay stub (documentation of employment and hours worked)
- ☐ W-2 (documentation of hours worked)
- ☐ Other Click or tap here to enter text.

**Employer Contact Information** (Worksite supervisor/manager who supervises student and verifies the student's work hours):**Name:** Click or tap here to enter text.**Title:** Click or tap here to enter text.**Email:** Click or tap here to enter text.**Phone:** Click or tap here to enter text.**Supervisor Signature:****Date:** Click or tap to enter a date.**Family Approval:**

I am requesting that my work experience of enter # of hours hours satisfy Click or tap here to enter text. elective credit for the Click or tap here to enter text. School District.

**Student Signature:****Date:** Click or tap to enter a date.**Parent/Guardian Signature** (required if under 18):**Date:** Click or tap to enter a date.**District Use Only**

This form has been reviewed and verified by the school counselor or school designee. The student request meets requirements to enroll in and earn paid work experience for elective credit as a course during the school day:

**Date of Approval to Enroll:** Click or tap to enter a date.**Numbers of Hours Worked:** Click or tap here to enter text.**Elective Credits to Be Earned** (360 hours=1.0/ 180 hours=.5): Click or tap here to enter text.**Date of Credit Approval:** Click or tap to enter a date.**Counselor Signature:****Date Recorded on Transcript by Registrar:** Click or tap to enter a date.**Registrar Signature:**

# Work Experience Request and Credit Approval Form

## 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](#). 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 work experience ([RCW 28A.230.090](#)).

## Process for Submission

1. Student completes and submits the Work Experience Request for Credit and Approval form with appropriate signatures and documentation to the school counselor, principal, or school designee.
2. The school counselor, principal, or school designee reviews the form and approves scheduling the student for paid work for elective credit.
3. Student completes the paid work experience, provides verification of hours worked, completes the student narrative, and is assessed on Washington Financial Education Learning Standards.
4. The school counselor, principal, or school designee 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. The school counselor, principal, or school designee approves credit earned. The registrar reflects elective credit earned through paid work experience with state course code 22998 Workplace Experience. The registrar will confirm completion and the student/guardian will be notified.