

## Work Credit Request

Date: \_\_\_\_\_

Student ID # \_\_\_\_\_

Student Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employment Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Average Weekly Hours: \_\_\_\_\_

Total Number of Hours Worked to Date of this Request: \_\_\_\_\_

**Please list the duties of your job as well as the basic skills needed to perform :** examples include but not limited to Basic Math (cash register, measuring, etc..), Social Skills (customer service, team work, telephone use, etc..), Responsibility (make the deposit, hold a key to the establishment, etc..)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Agreement

I recognize that I must assume the following responsibilities in order to be eligible for my assigned work experience:

1. I am a member of the high school and will abide by all related rules and regulations of the school
2. I will work on a job for the required number of hours in order to be considered for work experience
3. I will maintain a good record of punctuality and attendance at work. A minimum of 285 clock hours is required to receive 1 credit for a given school year; a minimum of 143 clock hours is required to receive 0.5 credit for a given school year.
4. I recognize that failure on my part to assume these responsibilities, or other required competencies on the job will result in my not receive credit
5. I understand that I cannot earn more than 3 credits during my four year high school enrollment.

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**Students Name (printed)**

**Student Signature**

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**Parent's Name (printed)**

**Parent Signature**