



Highland Academy Charter School Work Experience Program



Highland Academy offers this program to students who are employed during the school year and needing general elective credit for graduation.

Course Description

- Students may earn a ½ credit elective credit for every 112.5 hours they are employed at a supervised, approved site.
- During the summer a student can earn 1.0 credit for 225 hours of work or 1.5 credits for 337.5 hours).
- Please read the following requirements and instructions carefully before applying.

Requirements

- The student must be employed before applying for the Work Experience Program.
- The student will need to produce paystubs that show that federal income taxes have been paid. If you are paid through direct deposit, you will need to ask your employer to provide you documentation of your hours.
- Accumulated hours are not retroactive:
 - Fall Semester = August 1st – Last student day of 1st semester
 - Spring Semester = 1st day of winter break – Last student day of 2nd semester
 - Summer = All summer release days
- Students must meet bring a copy of your paystub every time they are paid
- This is not a graded course. Credit for this program is indicated by a “P” on the transcript and is not figured into GPA.

In addition to a log of time worked, provide three out of the available options below for a letter grade. For a Pass/Fail, a log will suffice.

For a Letter Grade (provide 3 of the following):

- Essay (description of duties, reflect on the experiences, skills learned, career potential, etc.)
- Resume
- Career exploration project
- Letter of reference or performance evaluation from employer/supervisor
- Video/picture of student working
- Sample of work-related communication

To register, complete all sections of this registration form and return to Ms. Crosby or Ms. Bakker.



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STUDENT NAME _____ ID# _____

GRADE (circle): 10 11 12 DATE ___/___/___ ADVISOR _____

CHECK ALL THAT APPLY

I have previously earned Work Experience credit.

I have never earned Work Experience credit before.

End my Work Experience as soon as I earn 0.5 credit.

Continue Work Experience until I max out my credit (2.0).

STUDENT COMMITMENT:

I have read the other side of this application and understand the policies and requirements outlined. I understand that it is my responsibility to remain in contact with Ms. Crosby and/or Ms. Bakker regarding my work experience. Parents and employers, to the extent possible, must allow the student to meet this requirement by having the student themselves turn in paystubs. I agree to turn in paystubs / official documentation of hours in a timely manner.

STUDENT:

Signature *met* _____
Date

EMPLOYER:

Signature *met* _____
Date

Printed Name of Direct Supervisor _____
Phone #

Place of Employment

PARENT:

Signature *met* _____
Date