Administrative Procedure 6130

WORK AND STUDY CREDIT

Responsible: Department of Curriculum & Instruction

PURPOSE

This Administrative Procedure shall set forth the means by which a student may earn work and study credit in the Washoe County School District (District).

DEFINITIONS

1. "Alternative Means" refers to credits earned through internship/work experience, service learning/community service, work and study credit, and travel study.

PROCEDURE

1. The District limits the maximum number of credits from alternative means that may be applied toward high school graduation to four (4).
2. District students who are enrolled in a high school in grades 9-12 may apply to earn elective high school credit for working at a paid job.
    a. Each student is responsible for obtaining his/her own job.
    b. Work and Study credit may be earned at one-half (.5) credit for 180 hours of active participation.
    c. Total credits earned from Work and Study and other alternative means may not exceed a maximum of four (4) credits. If no other alternative credits have been earned, then four (4) credits can be earned in Work and Study.
3. Work and Study may be counted toward the minimum load requirement.
    a. Students must submit evidence of work by submitting at least one current pay stub or letter from the student's employer to the counselor to have the course counted as part of the academic load.
    b. Work and Study must be included on student's schedule – use course number 8369.
    c. A permission slip signed by the parent/guardian must be collected and scanned into SharePoint.
    d. The hours must be worked within the same semester. Students who do not work the minimum of 180 hours during the semester will earn a U for the course.
    e. Students who have already worked one or more hours prior to the beginning of the semester, may not apply those hours toward the hours

required to earn credit through this program. Exceptions may be granted on a case-by-case basis by the Director of Secondary Curriculum & Instruction.

f. Students who do not pass the course will not be permitted to take the course as part of the academic load but can still take the course outside of the academic load.

g. Students must submit pay stubs before the end of the semester. Pay stubs must show hours and dates of work and appropriate deductions.

h. If the student changes jobs before hours are earned, the hours from both jobs can be counted for Work and Study Credit.

i. Students who do not complete the course may receive an incomplete and submit pay evidence for up to six weeks into the next semester for credit.

j. School personnel should complete the cover/tracker sheet and submit it along with the pay stubs (in pdf format) to Curriculum & Instruction at the workstudy@washoeschools.net email address.

k. Once the cover/tracker and pay stubs are reviewed by Curriculum & Instruction, the school will receive approval to post the credit(s) to the transcript.

4. Work and Study may also be used for credit accrual outside of the academic load.

   a. When the student submits pay stubs in the amount of 180 hours or more, school personnel should complete the cover/tracker sheet and submit it along with the pay stubs (in pdf format) to Curriculum & Instruction at the workstudy@washoeschools.net email address.

   b. There is no time limit to accrue the 180 hours when the course is taken outside of the academic load.

   c. Pay stubs must show hours and dates of work and appropriate deductions.

   d. If the student changes jobs before hours are earned, the hours from both jobs can be counted for Work and Study Credit.

   e. Once the cover/tracker and pay stubs are reviewed by Curriculum & Instruction, the school will receive approval to post the credit(s) to the transcript.

5. Grades will be marked as Satisfactory (S) or Unsatisfactory (U) and will not

affect the student's Grade Point Average (GPA). Final grades are posted by the high school registrar after receiving approval. A Satisfactory (S) grade will be based on completion of the required number of work hours and completion of the tracker/cover sheet that is sent to Curriculum & Instruction at the email address: workstudy@WashoeSchools.net

6. Students who work and choose not to receive credit do not need to apply for the Work and Study Credit program.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District. This includes but is not limited to:

    a. Administrative Procedure 6270, Alternative Means of Earning Credit

REVISION HISTORY

Date	Revision	Modification
05/01/2012	1.0	Adopted as Accepted Practice
04/01/2013	2.0	Revised
12/16/2013	3.0	Revised: Converted to Administrative Procedure
12/15/2014	4.0	Revised: Required hours change to 60 Summer 2015
11/15/2016	5.0	Revised: Changed maximum credits from 2 to 4
10/9/2018	6.0	Revised: Changed hour requirement from 60 to 180
02/06/2020	7.0	Revised: Changed to reflect no resume or employer evaluation or fee is necessary
09/28/2021	8.0	Revised: Updated work and study load requirements
08/08/2022	9.0	Revised: Updated to require students to be approved to participate in work and study by Student Accounting prior to participating.