



Robert McQueen High School

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Phone 775.746.5880

Fax 775.747.6883

Work and Study Credit Statement of Understanding

This form is to be submitted to the McQueen counselor with current paycheck or employer verification letter attached. Please initial each item below and complete the information at the bottom of the page to indicate your understanding.

_____ I understand that this job must be a job that has deductions taken out of the paycheck. The job cannot be a 1099 job (independent contractor).

_____ I understand 180 hours of paid employment are required per .5 credit. Students are expected to submit copies of paycheck stubs showing deductions and the number of hours **on a monthly basis** (or each time a paycheck is issued) to **Ms. Zubillaga in the Counseling Office**. All paperwork must be handed to her personally or you can email electronic copies to **erinn.zubillaga@washoeschools.net**. Paycheck stubs must include the company name, student name, deductions, pay period dates and hours.

_____ I understand that habitually submitting course requirements late, or neglecting to turn them in at all, will result in the issuance of an unsatisfactory grade (U) and no credit will be earned. ***If you earn a U, you will no longer be eligible to repeat work study in additional semesters to be counted as a part of your course load.***

_____ I understand that the final grade (S or U) will be posted to the transcript at the end of the semester. ***If you are using work study as one of the classes on your semester schedule to meet the minimum load requirements, hours must be worked during that semester to earn a Satisfactory grade (S).***

_____ I understand there is absolutely no tolerance for abuse of the course and that any student who falsifies their participation in Work and Study Credit will earn an unsatisfactory grade (U) and no credit.

_____ I understand that students who drop this course after the 11th week in fall or spring semesters will earn a U. No record of the course will be posted to the student's transcript if course is dropped prior to the 11th week in fall and spring.

_____ If this class is used for an off campus it will only be available only at the beginning or end of the day.

_____ If dropping the Work and Study Credit puts the student below the required minimum academic load of classes the student will be required to add another class to the schedule (fee may apply).

_____ I understand that students who withdraw from a Washoe County School will also be withdrawn from the class.

Student's Signature

Student's Email

Student's Phone #

Student's ID #

Parent's Signature

Parent's Email

Parent's Phone #

Date

Name of Employer/Company

Student's Position with Employer

For office use only: Minimum Load Yes / No