

**ACCEPTED PRACTICE**  
**SPECIAL EDUCATION WORK EXPERIENCE CREDIT**  
***(REVISED OCTOBER 2018)***

Washoe County School District (WCSD) public high school students receiving special education services who are at least 16 years old may apply to earn elective high school credit for working at a paid job or volunteer position. Each student is responsible for obtaining his/her own job or volunteer position. (WCSD Admin. Reg. 5127.1 Adopted 9/22/92).

**Work Experience Credit for Students Receiving Special Education Services:**

1. Applications must be made through the Transition Services Department after employment or volunteering has started.
2. There is no cost for credits earned.
3. Work Experience credit may be earned at one-half credit (.5) for 60-180 hours of active participation in either paid work OR volunteer activities per semester. Students who wish to earn volunteer credit must not be in a paid position at the same location. It must be true volunteering with no expectation of goods or services in lieu of pay in any form.
4. When the number of Work Experience and/or Volunteer hours prescribed in the IEP have not been achieved, or if the student exceeds the maximum number of hours for Work Experience in a semester (180), the extra hours can be rolled from fall to spring semester in order for the student to earn credit. Summer work counts towards fall work experience.
5. Credit is limited to (.5) per semester for either paid work OR volunteer participation, but students may apply for both during one semester for a total of (1.0) credit.
6. Total Work Experience credits may not exceed a maximum of six (6) over the course of a student's high school experience as a means to satisfy elective credits.
7. According to the State Board of Education Adopted Regulation LCB file No. R096-17, students who have disabilities can have a modified program if the accommodation/modification is written into the IEP.

**Case Manager:**

1. The student's employer for Work Experience must be approved by the Transition Services Department Consultant.
2. The number of Work Experience and/or Volunteer hours required for a half credit (.5) must be determined by the IEP team and clearly written into the IEP based on the student's ability to work at a paid job. The minimum number of hours a student can work is 60 in a semester and the maximum is 180 for either category. Students requiring less intensive supports should be challenged to work/volunteer more hours each semester as determined by the IEP team. Please justify the number of hours chosen with a brief statement in the IEP. For example, *"John will only be required to work 60 hours during Semester 1 of the 2020-2021 school year to earn (.5) WE credit due to his ongoing medical treatment."* Or *"Jan can only volunteer 60 hours during Semester 2 of the 2020-2021 school year due to her equine therapy three days each week."*
3. Work Experience must be written into the student's IEP and may be counted toward the minimum load requirement and must be included on the student's schedule (use course number 7862).
4. The case manager for the student will submit the application with the Transition section of the IEP that clearly states the intent to use volunteer work for credit.

**Enrollment Procedure:**

1. Students obtain the Work Experience Application from their Case Manager.
2. Students sign and complete the application.
3. Parent and employer sign the application.
4. Case manager completes the Request for Credit section of the Work Experience Application.
5. ***Case manager sends completed application to the Transition Services office with the Work Experience for Credit clearly written into the Employment section of the IEP OR Volunteer Work clearly written into the Community Experience section of a completed Transition IEP or both. Case manager can send completed Transition IEP or only the Transition section of the IEP which states the student will work and/or volunteer for 60-180 hours to earn one half (.5) elective credit towards graduation. If the student will be BOTH working for pay AND volunteering, the student would be eligible for one (1.0) credit per semester.***
6. Applications are accepted only during the first 9 weeks of the semester.
7. Late applications must be approved by the school principal and the Transition Programs Consultant.
8. Students must reapply each semester.
9. Students may be enrolled in Work Experience for students receiving Special Education Services at any time, but if the course counts toward the minimum load requirement or is being used to meet sports eligibility or graduation requirements, the student must complete all requirements for work experience credit by ten school days prior to the end of the final grading period of the semester. If the course is not part of the minimum load, requirements must be met in a maximum of twenty weeks. It is the student's responsibility to provide evidence of acceptable progress each quarter.

Students who work and do NOT choose to receive credit do not need to apply for the program. Hours from the previous job will be added to hours earned in the new job, provided the student meets the time frame for completion of all 60 hours.

Grades will be S/U and will not affect the student's GPA. Grades are posted at the end of the semester in which the credit is earned. A Satisfactory (S) grade will be based on participation in and completion of assignments, completion of the required number of work hours, turning in copies of pay stubs in a timely manner, and employer evaluation. Citizenship grades, based on the "work ethics" portion of the employer evaluation, will be assigned using an A-F scale. The final grade will be assigned by the Transition Program Staff.

**Each participating student must:**

1. Complete an application for Work Experience.
2. Work 60-180 hours as defined in the IEP for (.5) credit for each semester OR Volunteer 60-180 hours for (.5) credit each semester respectively.
3. Provide copies of paycheck stubs at appropriate intervals (monthly). Stubs must show hours and dates of work and appropriate deductions.  
Community Service Hours Tracking Log for Work Experience Hours. Tracking Log may be utilized in place of check stubs for Volunteer Hours.
4. If student is working for pay at a family-owned business, student must receive pay stubs like any other employee. No "under the table" work allowed.
5. If students are volunteering for credit for a relative, the hours logged should be initialed by a non-family member.
6. Complete all required paperwork/active work hours within a maximum twenty week period.