



Work Study Rules

1. You must be in attendance at school when scheduled. If you are found to be absent from school, but going to work, you will receive one warning. After one warning the educational team will decide on an appropriate penalty.
2. If you are scheduled for an early release from school for work, you must leave school property immediately.
3. If you are fired or quit without notice – You will receive a failing grade for the interim (4.5 weeks). This failing grade will be averaged with your other Work Study grade to get your quarter average.
4. No contact will be made with your employer without a signed Work Study Contract.
5. No credit will be assigned without a signed Work Study Contract.
 - A grade will be issued each grading period based on:
 - Evaluation of work performance by Employer and Transition Specialist
 - Working in compliance of Work Study Rules and Contract
6. It is your responsibility to provide your work schedule and pay stubs to your Transition Specialist.
7. It is your responsibility to let the Transition Specialist know about any problems on your job.
8. It is your responsibility to arrange transportation to and from work.
9. The Transition Specialist will meet with your employer to ask for an evaluation of your work performance.
10. The number of credits awarded will depend on the number of clock hours worked.

One credit = 120 hours of work

You can earn up to 3 Work Study credits per school year.