Work Experience Letter Requirements

Every 65 hours worked equals one 0.5 credit Work Experience class. You can complete three Work Experience classes per school year (1.5 credits/195 hours of work). You earn Pass/No Pass credit only for Work Experience and it counts as a General Elective course.

Proof of the work completed must be turned in before you can earn credit. You can submit either of the following as proof of work completed:

(1) If you have paystubs, or a W-2 from the end of the calendar year, bring that in to Ms. Eberhard in room 206.5 at Crook County High School (or you can email a picture of it to her) and she will enter your credit on your transcript.

OR

(2) If you do not have paystubs from your employer you must submit a letter written by your employer/family member with the following items included:

- **Your name**
- **Date range of when you worked**
- **Your employer's name or company (or what family member you worked for)**
- **General job duties that you performed**
- **The total number of hours worked**
- **Contact information--in case the state of Oregon wants to follow up (name, address, phone number and email address if available)**
- **Signature from employer/family member and date signed**
- **Student signature and date signed**

Once the letter is complete please turn it in (or email a picture of it) to Ms. Eberhard in room 206.5 at Crook County High School and she will enter your credit on your transcript.