

Work Study Overview

Work Study credit is only issued to Jr. and Sr. students and in a technical or specific trade field. A student must work (learn on the job training) for a minimum of 300 hours in a school year. All aspects of that business or trade must be covered.

For example, if your child has an opportunity to work alongside with a local veterinarian helping small animals and your child's dream to one day become a veterinarian - that would be a perfect fit for them! It is designed to give high school students a one on one apprentice approach to learning with a community leader while still in high school. This is a great way to see if they enjoy that field before making a college commitment, as well as give them a huge head start with knowledge. We realize that at first they will be cleaning cages and answering phones; however, the overall plan is to have them working along side with the veterinarian and learning more and more as the work study goes on during the year(s).

Popular Work Study credit areas:

- Business Administration
- Cosmetology
- Hospitality Industry
- IT or Computer Programming
- Lawn Maintenance
- Medical or EMT Training
- Small Animal Care
- Small Motor / Automotive
- Tree Care

What it is not:

Receiving high school credit for having a job!

True work study credits should cover specific knowledge and then all aspects of that knowledge.

SCENARIO 1

You are thinking about a work study credit in Business Administration and you know someone that has a need for you to work as a receptionist in their front office answering the telephone a few hours a week, consider the following:

- Q. Will I be working at least 300 hours this school year towards this work study credit: **Y or N**
- Q. Will they be teaching me all aspects of running a business? Sales, Labor, Payroll, Office Management, Product/Services, Customer Service? **Y or N**
- Q. Are they willing to complete and sign the form needed to earn this credit? **Y or N**

IF YOU ANSWERED NO TO ANY OF THESE - THIS MOST LIKELY IS NOT A TRUE WORK STUDY CREDIT.

SCENARIO 2

Now, let's say you have an opportunity to work at a local small business and they are willing to teach you various aspects of running a small business, consider the following:

- Q. Will I be working at least 300 hours this school year towards this work study credit: **Y or N**
- Q. Will they be teaching me all aspects of running a business? Sales, Labor, Payroll, Office Management, Product/Services, Customer Service? **Y or N**
- Q. Are they willing to complete and sign the form needed to earn this credit? **Y or N**

IF YOU ANSWERED YES TO ALL OF THESE - THIS MOST LIKELY IS A TRUE WORK STUDY CREDIT.

High School Work Study Credit (11th and 12th Grade Students Only)

Section A (to be completed by Parent/Teacher)

Student Full Name: _____
Print Clearly

Parent Name: _____
Print Clearly

Student DOB: / /

Grade Level: _____

By signing this form, we indicate our child/student has completed the work study credit as indicated and met all requirements for high school credit. The technical trade skill your child will be learning below is not an income earning job for them form and understand what is and is not considered a work study credit.

Student Signature: _____

Parent Signature: _____

Section B (to be completed by Instructor)

Type of Work Study Credit: _____
(Ex. Carpentry)

Total Hours Completed: _____

Letter Grade Assessed: _____

Instruction Covered through this Work Study Credit:

Please specifically note all areas covered during this Work Study Credit. Anything attached or added outside this box must be on Company Letterhead.

Company / Business Name: _____
(Name of Business where work study credit was conducted.)

Address: _____

City: _____

State: Zip Code:

Number: () - _____

Instructor's Name: _____

Title: _____

My signature on this form indicates that the course was taught as indicated above or attached. I understand that this work study will be issued as high school credit for the above-mentioned student during this current school year.

Signature of Instructor / Date

Please complete, sign, and return to: Enlightened SC
2153 E Main Street
C14 Suite #336
Duncan, SC 29334

PDF Scans can be sent to: Admin@EnlightenedSC.com (Student's Name in Subject Field)