



# Peoria Accelerated High School

8885 W. Peoria Ave Peoria, AZ 85345 P# (623) 979-0031 F# (623) 979-0113

## Work Experience

|                    |  |
|--------------------|--|
| Student Name       |  |
| Block & Year       |  |
| Employer           |  |
| Date of Employment |  |

### Requirements to receive 1/2 credit:

1. Student must be enrolled full-time with 3 or more class periods. Student must work 128 hours while enrolled.
2. Student must pass ALL classes with a "C" average or better. Credit will not be issued until after grades have been verified.
3. Qualifying work hours are only when school is in session. Therefore, the earliest pay period must be after the first day of the block and before the last day of the block(s). Work hours may continue into the consecutive blocks, credit will be applied to the block for the date of the last pay period.
4. Student must complete the listing of work hours and attach copies of all paycheck stubs to the back of this form. Any stub not included cannot be counted. Year-to-date (YTD) cannot be counted.
5. Student must attach a 1 page formal letter addressed to administrative staff of PAHS identifying a workplace skill in which they are proficient in and why. Also, they must identify two workplace skills they need to improve upon and why. This must be completed every block.
6. The student's direct manager or supervisor must rate the student on a 4.0 scale for performance and character of the student, using the form at the bottom of this sheet. The student must score higher than 2.5 average to receive credit.
7. Student may not receive more than 0.5 credit per block, for a total of 2.0 credits of work experience/or community service on their transcript.

### Manager's/Supervisor's Evaluation

Please circle the student's score in each category. Write your name and phone number where you can be reached. PAHS office staff may call you to verify the information below. Sign at the bottom when you are done.

| Attribute           | Score        |               |         |               |           |
|---------------------|--------------|---------------|---------|---------------|-----------|
|                     | Unacceptable | Below Average | Average | Above Average | Excellent |
| Attitude            | 0            | 1             | 2       | 3             | 4         |
| Punctuality         | 0            | 1             | 2       | 3             | 4         |
| Integrity           | 0            | 1             | 2       | 3             | 4         |
| Work Ethic          | 0            | 1             | 2       | 3             | 4         |
| Performance         | 0            | 1             | 2       | 3             | 4         |
| Manager's Name      |              |               |         | Phone         |           |
| Manager's Signature |              |               |         |               |           |

