

Procedures for Work Study Credit

Student:

1. Get Work Study Intent Form from front desk staff.
2. Obtain letter of employment from your supervisor
3. Provide contact information of supervisor on intent form
4. Discuss plan and requirements with a principal
5. Get principal's approval and signature on intent form.
6. Sign intent form to indicate your understanding of requirements and procedures to earn work study credit.
7. Submit completed intent form to office (Yolanda or Cyndi)
8. Take hours verification sheet and have employer/supervisor document the number of hours that the you work each week for 10 consecutive weeks.
9. Bring completed hours verification for each Work Period to a principal to evaluate for credit.
10. Keep original hours verification sheet to continue keeping track of hours worked.
11. Return completed sheet at the end of each 10 week work period to earn credit.

Southern Arizona Community Academy
Intent Form -Work Study Credit
2007-2008 School Year

Student _____ Place of Employment _____

SACA students may earn up to 0.25 work study credit for being employed a minimum of 10 hours each week for 10 consecutive weeks. Verification of work hours should be submitted at the end of each work period. **The following documentation must be provided before student begins work study program:**

_____ Student must bring in a **letter/ note from supervisor** on letterhead of the business which states student employment status/duties and the contact information below. This will indicate student's intention to earn work study credit. This letter/notification is to be attached to this form and placed in the student's academic file and a copy of this form is to be placed in the work study binder in front office.

_____ **Contact information:** (Please print)

Name of business: _____

Name of supervisor: _____

Time of availability: _____
(If school needed to contact supervisor, what time of day would be convenient?)

Business phone number: _____

Stipulations/Requirements

_____ **Student is required to complete 24 hours of study per week at SACA.**

_____ **Verification of work hours must be submitted at the end of each 10 week work period.**

_____ **Principal notification/approval**

Student has discussed work study opportunity and requirements with a principal and received his/her approval.

Approved by _____ Date _____

_____ Student's Signature _____ Date _____

**Southern Arizona Community Academy
Work Study –Hours Verification
2007-2008 School Year**

Student _____ Place of Employment _____

First Period

Week of	Hours Worked	Supervisor's Signature
August 13, 2007		
8/20/07		
8/27/07		
September 3, 2007		
9/10/07		
9/17/07		
9/24/07		
October 1, 2007		
10/8/07		
10/15/07		

Date submitted _____

Second Period

Week of	Hours Worked	Supervisor's Signature
October 22, 2007		
10/29/07		
November 5, 2007		
11/12/07		
11/19/07		
11/26/07		
December 3, 2007		
12/10/07		
12/17/07		
12/24/07		

Date submitted _____

Third Period

Week of	Hours Worked	Supervisor's Signature
12/31/2008		
January 7, 2008		
1/14/08		
1/21/08		
1/28/08		
February 4, 2008		
2/11/08		
2/18/08		
2/25/08		
March 3, 2008		

Date submitted _____

**Southern Arizona Community Academy
Work Study –Hours Verification
2007-2008 School Year**

Student _____ Place of Employment _____

Fourth Period

Week of	Hours Worked	Supervisor's Signature
March 10, 2008		
3/17/08		
3/24/08		
3/31/08		
April 7, 2008		
4/14/08		
4/21/08		
4/28/08		
May 5, 2008		
5/12/08		

Date submitted _____

Fifth Period

Week of	Hours Worked	Supervisor's Signature
May 19, 2008		
5/26/08		
June 2, 2008		
6/9/08		
6/16/08		
6/23/08		
6/30/08		
July 7, 2008		
7/14/08		
7/28/08		

Date submitted _____