



# ERCR Co-op Work Experience Registration Form 2016-2017

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

## Choose One:

- ERCR Work Experience (.5 Credit) 112.5 work hours completed  
 ERCR Work Experience (1.0 Credit) 225 work hours completed

## Student Commitment:

*I have read all pages of this application and understand the policies and procedures as outlined.*

*I agree to abide by the requirements listed on the pages of this application and those set forth by my teacher.*

*I agree to abide by the policies that are enforced during the regular school day as defined in the Anchorage School District High School Handbook and the "Student Rights and Responsibilities" document.*

***I further understand that I may be dropped from the course if I fail to meet with my Work Experience teacher within 2 weeks of registering. It is my responsibility to remain in contact with my teacher.***

*I agree to complete assignments in a timely manner, follow the prescribed attendance rules, and turn in all work by the last class period as specified by the teacher.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent email \_\_\_\_\_ Student email \_\_\_\_\_

## **Counselor: Please verify date and attach the following:**

- Completed registration form  
 Current copy of student's credit check

### **ERCR COORDINATOR ONLY**

Receipt written \_\_\_\_\_  
Student Notified \_\_\_\_\_  
Teacher Notified \_\_\_\_\_  
Date Entered \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_



## Eagle River High School 2016-2017 Credit Recovery Program (ERCR) Co-op Work Experience

On the front of this sheet you will find the registration form for the Eagle River High School's Work Experience Credit Recovery (ERCR) program.

The ERCR Work Experience program will grant credit to students who are legally employed and earning a paycheck. **Students can earn .5 credit for 112.5 hours worked.** They also must do the following

***Documents listed below must be obtained from Work Experience Teacher***

- Complete Work Experience Data Sheet (Form 1)
- Return a signed Work Verification Form (Form 2)
- Turn in Job Experience Journal (Form 3)
- Compose a resume packet according to course requirements
- Meet with teacher for feedback, progress report (minimum of 2 times per ½ credit)

\*Students who desire an "A" in the course must participate in an interview simulation with work experience teacher.

There may be a limited number of students admitted to this program and if it is full, the student will be notified and placed on a wait list. There is no charge for the Work Experience Program. If a student wishes to earn more than .5 credit they may sign up for up to two .5 credit classes per semester (1 credit total) ahead of time. A maximum of 1.0 credit may be earned per semester. More may be earned in extenuating circumstances.

**Other Important Information:**

- The student needs to contact the Work Experience Teacher within 1 week of registration during the prescribed meeting time. (See below) If the student leaves school early for their job, arrangements can be made to meet with the teacher at a different time.
- Students may accumulate hours up to 30 days prior to the date of registration, or the 1<sup>st</sup> day of school, whichever is less.
- Grades will be determined by the accuracy, timeliness, and completeness of the requirements and assignments.

It is necessary to complete the entire registration form with the required signatures before being officially enrolled. **Students should report to the work experience teacher immediately after registering.**

<b>WORK EXPERIENCE MEETING TIMES</b>	
Mrs. Lewis - D206	
After School 2-2:30 PM	By Appointment Only