



COLORADO
Department of Education

Work Study Students

2014-2015 Student October Count

Created by the Field Analyst Support Team (FAST)

Definition

- A program in which a student is working in a paid or unpaid position in exchange for high school credit.

Funding Eligibility

- The work study program must be approved by the local board of education
- Each local board of education shall define the 'educational process,' which definition may include any work-study time provided under the supervision of a certificated or licensed teacher
- The district shall include only the work hours required to earn credit hours as defined by the student's schedule
- A student participating in a work study program only shall be counted for a maximum of part-time funding

Audit Documentation

- **Work study contract or other documentation evidencing the hours required to earn credit as defined by the student schedule**
 - Should be date appropriate and specify individual hours required to earn credit
- **A copy of the board-approved program policies**
- **A copy of the board-approved educational process**

Work Study Student Example

Rosie Radish is scheduled for one period of work study. Her district's board-approved 'educational process' indicates that 90 hours of work per semester is required to earn one high school credit. Rosie works five hours a day, and the first semester has 87 days. Rosie is working 435 hours in the first semester of school. How many hours of work can count towards Rosie's part or full-time eligibility?

Work Study Student Example

Rosie Radish is scheduled for one period of work study. Her district's board-approved 'educational process' indicates that 90 hours of work per semester is required to earn one high school credit. Rosie works five hours a day, and the first semester has 87 days. Rosie is working 435 hours in the first semester of school. How many hours of work can count towards Rosie's full or part-time eligibility?

90 hours can be used in the determination of full or part-time status since that is the amount of time required to earn one high school credit.

Questions?

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Thank you!