****Damonte Ranch HS Work Study

See Backside for Procedure Checklist 🡪

**Path to Work Study Credit Checklist**

**(After each step, checkmark the step you have completed to ensure you are following the procedure.) Due dates:**

* **December 11 for Semester 1 of 2024**
* **May 23rd for Semester 2, 2025**

**Step 1: HAVE AND PROVIDE…**
☐ Have a job that provides you with paystubs at the start of the semester. You must prove that you are employed by bringing your most recent paystub with you to see your Counselor.

**Step 2: SEE YOUR COUNSELOR…**
☐ Chat with your Counselor about how you can arrange Work Study into your schedule.
☐ If it works out, grab a Parent Permission form from your Counselor, take it home, and get it signed by your parent/guardian.

**Step 3: Work and Collect Paystubs…**
☐ Every time you get paid, print out your paystub for records.
☐ Arrange your paystubs in chronological order, from Oldest (on top) to Newest (at the bottom).

**Step 4: Microsoft Excel Template…**
☐ Remember, there are 18 weeks in the semester. To earn half a credit for Work Study, you need to work 10 hours per week to complete a minimum of 180 hours.
☐ Once you have worked a total of 180 hours for the semester, collect all paystubs and complete the provided Microsoft Excel Template via the QR Code below.
☐ Access the template, save it as a copy on your computer named "Work Study - Your Name and T1 or T2 or First and Second Semester."
☐ Fill out the template accurately, listing the start and end dates and the hours worked (NOT the date you got paid).
☐ Leave the verified part blank (this will be filled out later).
☐ Turn in your paystubs (in person) and send your template (via email).
☐ Wait for verification of hours and notification from the district regarding credit approval.



Step 4: <https://www.washoeschools.net/Page/20192> ----------->

**Step 5: Congratulations, you are done!!**
☐ Sit patiently for your email confirmation for credit.