

[en español](#)

Dear Students,

MMSD high school students have the opportunity to earn **elective high school credit** through work or volunteer experiences. The number of credits earned is based on the number of documented work/volunteer hours [1/2 credit for every 45 hours worked during COVID] while completing school requirements.

**Step 1: Set up a time to meet with your counselor or school-based experiential learning [coordinator](#). If you are in need of elective credits, determine the number of credits that you would like to earn through Work Based Learning with your counselor.**

**Step 2: Review [this checklist](#), ask questions, and understand these next steps:**

**Step 3: Get a job if you don't already have one. Students must have a completed & signed [ETA](#) submitted before enrolling in the program.**

Talk to your parent(s)/guardian, complete this ETA document either electronically or on paper. Email the completed ETA to your school-based coordinator. Additional directions and explanation of checklist & completion of ETA can be seen on [this video](#).

**Step 4: Set-up an appointment with your school-based coordinator for your Work Based Learning Orientation to complete your enrollment.**

- School-based Coordinator [contact information](#)
- Orientation will be held on Zoom.

**Step 5: Make sure you are doing everything to earn credit that is outlined at the orientation and on [this checklist](#).**

For information about earning credit through caretaking, please review this [checklist](#).

**Notes:**

- You will see WRK1010 on your transcript with the number of credits that you earned. This shows up when semester grades are transcribed.
- Credit will be allotted based on hours worked *if you meet all other requirements*. You earn 1/2 credit for every 45 hours worked during the 2021-22 school year.