



WORK PERMIT ISSUANCE SCHEDULE

Minor Student MUST BE PRESENT
****** YOU WILL NEED PROOF OF AGE ******
Birth Certificate, Drivers' License or CA ID if not a current AVUHSD student

Incomplete Information will DELAY the Process of Issuance



SUMMER 2019

The following schedule indicates the days and schools at which Summer Work Permits will be processed
 Office hours for processing work permits will be **8:00 a.m. - 12:00 p.m.**

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
June 3 - 7	Home School	Home School	Home School	Home School	Home School
June 10 - 14	CLOSED	QHHS	QHHS	CLOSED	CLOSED
June 17 - 21	CLOSED	QHHS	QHHS	EHS	CLOSED
June 24 - 28	EHS	EHS	EHS	EHS	EHS
July 1 - 5	LHS	LHS	LHS	CLOSED	HHS
July 8 - 12	HHS	HHS	LHS	LHS	Email PHS for Appt. ccalvert@avhsd.org
July 15 - 19	Email PHS for Appt. ccalvert@avhsd.org	Email PHS for Appt. ccalvert@avhsd.org	Email PHS for Appt. ccalvert@avhsd.org	Email PHS for Appt. ccalvert@avhsd.org	Email PHS for Appt. ccalvert@avhsd.org
July 22 - 26	QHHS	QHHS	QHHS	Email PHS for Appt. ccalvert@avhsd.org	Email PHS for Appt. ccalvert@avhsd.org
July 29 - Aug. 2	QHHS	QHHS	QHHS	PHS	PHS
Aug 5 - 9	EHS	EHS	CLOSED	CLOSED	CLOSED

(EHS)	Eastside High School	946-3800 x 1140	Mrs. Coleman-Levy
(HHS)	Highland High School	538-0304 x 716	Mrs. Whetzel
(LHS)	Littlerock High School	944-5209 x 384	Mrs. Whetzel
(QHHS)	Quartz Hill High School	718-3100 x 455	Mrs. Beane
(PHS)	Palmdale High School	273-3181 x 392	CCALVERT@AVHSD.ORG

PROCEDURE

1. COMPLETE "ALL" REQUIRED information:
 - (a) Minor's Information - REQUIRED
 - (b) Parent / Guardian Signature & Date - REQUIRED
 - (c) Employer - Complete & Signature - ALL information- REQUIRED
2. Return COMPLETED "Statement of Intent to Employ" to the Work Experience Coord. at the Designated School
- ➔ 3. Bring PROOF OF AGE - . Birth Certificate, Driver's License or CA ID.
4. HAND-CARRY Work Permit to Employer, before starting work.
- ➔ 5. Renew between **August 12- August 16, 2019** at your Home School

