

Dates are subject to change

WORK PERMIT ISSUANCE SCHEDULE

EMAIL FOR APPOINTMENT

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Minor Student **MUST BE PRESENT**



**** YOU WILL NEED PROOF OF AGE ****

Birth Certificate, Driver's License or CA ID for minors not currently enrolled in the AVUHSD

Incomplete Information will **DELAY** the Process of Issuance

SUMMER 2021

EMAIL FOR AN APPOINTMENT - you may go to any school

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 31 - June 4	 CLOSED	School of Attendance	School of Attendance	School of Attendance	EHS, LHS, QHHS
June 7 - 11	EHS	EHS, QHHS	EHS, QHHS		
June 14 - 18		QHHS	QHHS		
June 21 - 25				QHHS	QHHS
June 28 - July 2	EHS	EHS	EHS	EHS	EHS, HHS
July 5 - 9	 CLOSED	EHS, LHS, PHS	EHS, LHS, PHS	EHS, HHS, PHS	HHS, PHS
July 12 - 16	HHS, PHS	HHS, PHS	LHS	LHS	LHS
July 19 - 23	PHS			PHS	PHS
July 26 - 30	QHHS	QHHS	QHHS	QHHS	QHHS
Aug 2 - 6	QHHS, EHS	QHHS, EHS	CLOSED	CLOSED	EHS

School-Work Permit Pick-Up

CONTACT

EMAIL for APPOINTMENT

EHS	Eastside High School	J. COLEMAN	jcoleman@avhsd.org
PHS	Palmdale High School	C. CALVERT	ccalvert@avhsd.org
QHHS	Quartz Hill High School	P. BEANE	pbeane@avhsd.org
HHS/LHS	Highland/Littlerock HS	R. WHETZEL	rwhetzel@avhsd.org

PROCESS

1. COMPLETE "ALL" REQUIRED information on the Work Permit APPLICATION:

- (a) Minor's Information - **REQUIRED** / Student applicant **MUST** be present to sign for work permit
- (b) Parent / Guardian Signature & Date - **REQUIRED** / Parent **NOT** required to be present
- (c) Employer - Complete with Signature - ALL information- **REQUIRED** (no copied or stamped signatures)

2. Email Work Experience Coordinator for an APPOINTMENT - (Same Day appointments are NOT AVAILABLE)

- a) USE School issued email to make an appointment
- b) Indicate which school you attend and your school ID number
- c) ****Complete Step 1 above, before emailing for an appointment**

3. Bring PROOF OF AGE - Birth Certificate, Driver's License or CA ID. (If not currently enrolled in the AVUHSD)

4. Fall Renewal - between August 9- August 13, 2021 with your school work experience coordinator



STATE OF CALIFORNIA DEPARTMENT OF EDUCATION
STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE
 CDE Form B1-1 (Rev. 02-14)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE” form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

MINOR’S Information **STUDENT EMAIL:** _____

Minor’s Name (<i>First and Last</i>)	Home Phone	School ID # / Grade
Home Address	City	Zip Code
Birth Date	Social Security Number	Age
Student’s Signature		

SCHOOL Information

School Name	School Phone	
School Address	City	Zip Code

PARENT or LEGAL GUARDIAN **Parent Email:** _____

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.

Parent’s Name (<i>Print First and Last</i>)	Parent’s Signature	Date
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EMPLOYER Information **Business EMAIL:** _____

Business Name or Agency of Placement	Business Phone	Supervisor’s Name
Business Address	City	Zip Code

Employer’s Maximum Expected Work Hours: _____ hours per day _____ hours per week

Describe nature of work to be performed: _____

In compliance with California labor laws, this employee is covered by workers’ compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer’s Name (<i>Print First and Last</i>)	Employer’s Signature	Date
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For Authorized Work Permit Issuer Use ONLY

Maximum number of work hours when school is in session: <table style="width: 100%; text-align: center;"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thur</td><td>Fri</td><td>Sat</td><td>Sun</td><td>Total</td> </tr> </table> School Records Birth Certificate CA ID Drivers License Proof of Minor’s Age (<i>Evidence Type</i>) <p style="text-align: center;">– Work Experience Coordinator</p> Verifying Authority’s Name and Title (<i>Print</i>) _____ Verifying Authority’s Signature	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Maximum number of work hours when school is not in session: <table style="width: 100%; text-align: center;"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thur</td><td>Fri</td><td>Sat</td><td>Sun</td><td>Total</td> </tr> </table> Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Vacation <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total										
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total										