

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	 <b>CLOSED</b>	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	 <b>CLOSED</b>	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	<b>CLOSED</b>	<b>CLOSED</b>	EHS

School-Work Permit Pick-Up

CONTACT

EMAIL for APPOINTMENT

EHS	Eastside High School	J. COLEMAN	<a href="mailto:jcoleman@avhsd.org">jcoleman@avhsd.org</a>
PHS	Palmdale High School	C. CALVERT	<a href="mailto:ccalvert@avhsd.org">ccalvert@avhsd.org</a>
QHHS	Quartz Hill High School	P. BEANE	<a href="mailto:pbeane@avhsd.org">pbeane@avhsd.org</a>
HHS/LHS	Highland/Littlerock HS	R. WHETZEL	<a href="mailto:rwhetzel@avhsd.org">rwhetzel@avhsd.org</a>

## 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

