

- a. Drop-Off at your School Site: Students can drop off their Work Permit Application (B1-1) at their school site. At the start of the year, permits can be left directly with school staff. By mid-September, there will be grey steel dropboxes in the main office of each high school that will be labeled 'Work Permits'. These boxes will be checked at least twice a week for new applications.
 - b. Mail directly to the your School Site: Students can mail their Work Permit application to their School Site. Please address the envelope as: Attention: Work Permit Application, and use the address for your school site.
 - c. Email a scanned, completed copy of the B1-1 Work Permit Application: Students can email a scanned, completed copy of their Work Permit Application to the College and Career Center for their school site. Please visit your school's website for current contact information.
3. **During Summer Months When School Is Not In Session**, students have three ways to submit their [SBUSD Work Permit Application B1-1 Form](#)
- a. Drop-Off at the District Office: Students can bring their applications to the District Office. Applications can be left at the main desk.
 - b. Mail directly to the District Office: Please address the envelope: Attention - CTE / Work Permits, 720 Santa Barbara Street, Santa Barbara, CA 93101
 - c. Email a scanned, completed copy of the B1-1 Work Permit Application: Students can email a scanned, completed copy of their Work Permit Application to the Coordinator of College and Career Readiness over the summer. Email mnillo@sbunified.org with the Subject Line: Work Permit - [INSERT YOUR NAME]
4. Once the Work Permit Application (B1-1) is approved, the student will be notified that a Work Permit has been issued. Students can either arrange to pick up their Work Permit from the District Office during the hours of 8:00 a.m. - 4:00 p.m.; or upon request, the complete permit will be mailed back to the student via the US Postal Service to the address provided on the Work Permit application form.
5. Students are encouraged to keep a digital record and personal copies of all their work documents.

*** Please allow for one week of turnaround time for the work permit to be issued.**

Process for obtaining an Entertainment Work Permit:

The Santa Barbara Unified School District is able to assist families with the application process for an Entertainment work permit by certifying that the student has satisfactory grades, attendance, and health requirements. Students then must file their Entertainment work permit application directly to the CA Division of Labor Standards Enforcement, and it is the state of CA who issues the Work Permit. For more information about CA Entertainment work permits, please visit: <https://www.dir.ca.gov/dlse/entertainment-work-permit.htm>

Frequently Asked Questions

<p>Will SBUSD continue to process new work permit requests during the period of school closures and over the summer?</p>	<p>Yes. SB Unified will process work permits during the 2020-2021 school year and over the summer.</p> <p><u>Work Permits will be issued at School Sites:</u> August 17, 2020 - Jun 5, 2021</p> <p><u>Work Permits will be issued at the District Office:</u> June 6, 2021 - August 13,</p>
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