

AUSD Work Permits

WORK PERMITS ARE PROCESSED VIA EMAIL. THE PROCEDURES ARE AS FOLLOWS:

1. Obtain your "Intent to Employ" at this link: <https://www.cde.ca.gov/ci/ct/we/documents/formb1-1.doc>
2. Complete the intent to Employ and have it signed by your employer
3. Send the intent to employ , along with your ID (school ID, DL, birth certificate, passport or Ca ID card) to the proper contact below
4. Your work permit will be created and sent back to you to sign
5. Sign your work permit and send it back to the proper contact
6. Your work permit will be signed and sent back to you

WHO TO CONTACT:

During the **school year**: Your school's College and Career Center

During the **summer break**:

Alameda High School: Gwen Meyer gmeyer@alamedaunified.org

Encinal High School: Blanca Cardenas bcardenas@alamedaunified.org

All other schools/situations: Jessica Stockwell jstockwell@alamedaunified.org
LaQuisha Lewis llewis@alamedaunified.org

WORK PERMITS THAT ARE PROCESSED THROUGH THE AUSD DISTRICT OFFICE WILL BE PROCESSED ON
MONDAYS & WEDNESDAYS BETWEEN 9 AM AND 12 PM IN THE SUMMER