

## **SB Unified Work Permits 2022- 2023**

The Santa Barbara Unified School District values the importance of students being able to work, along with academics. Therefore, we are able to issue Work Permits to students using state guidelines. The safety and health of our students is our number one priority.

### **Students wishing to obtain a Work Permit**

The Santa Barbara Unified School District recognizes that students may wish to apply for a Work Permit, and will issue new Work Permits to students who meet eligibility guidelines.

**Dates for 2021-2022 School Year.** Work Permits for 2021-2022 will expire Monday, August 29th, 2022.

Work Permits will be issued at School Sites: August 14, 2021 - June 3, 2022

Work Permits will be issued at the District Office: June 6, 2022 - August 15, 2022.

**Dates for 2022-2023 School Year.** Work Permits for 2022-2023 will expire on Monday, August 28th 2023.

Work Permits Issued at School Sites: August 16, 2022 - Jun 8, 2023

Work Permits Issued at the District Office: June 9, 2023 - August 19, 2024

During school closures, school districts were granted temporary permission to accept electronic signatures on Work Permit documents. Now that school is in person all signatures from students, parents, and employers must be submitted as “wet” original signatures. We cannot accept scanned documents.

Additionally, by law, all Work Permits in the state of California must expire shortly after the opening of school in the fall. Students who were issued a Work Permit during and wish to continue working at their current place of employment will need to complete a new work permit application to renew their Work Permit in the new school year.

**Links to Work Permit Application Form (B1-1):** [SBUSD Work Permit Application B1-1 Form](#)

### **Process for obtaining a Work Permit:**

1. Students must complete the Work Permit application (also known as B1-1 form) to include signatures from their potential employer and their parents. At this time, the CDE is allowing schools to accept B1-1 Work Permit Application forms that are scanned, or that have electronic signatures.
2. **When school is in session**, students have three ways to submit their Work Permit Application (B1-1):
  - 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 in the College and Career Centers. Students will be notified by College and Career Staff about when they can pick up their completed Work Permit.

- 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.
3. When school is not in session, during summer months, 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
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.**

### Frequently Asked Questions

Will SBUSD continue to process new work permit requests over the summer?	<p><b>Yes.</b> SB Unified will process work permits during the 2021-2022 school year and over the summer.</p> <p><b><u>During Summer 2022</u></b></p> <p>Work Permits will be issued at the District Office: June 6, 2022 - August 15, 2022.</p> <p>Work Permits for 2021-2022 will expire Monday, August 29th, 2022.</p>
How will new work permits be processed in 2022-2023?	<p><b>In 2022-2023, Work Permits will be processed during the following dates:</b></p> <p><b><u>Dates for 2022-2023 School Year.</u></b></p> <p><u>Work Permits Issued at School Sites</u>: August 16, 2022 - Jun 8, 2023</p> <p><u>Work Permits Issued at the District Office</u>: June 9, 2023 - August 19, 2024</p> <p>Work Permits for 2021-2022 will expire Monday, August 29th, 2022.</p> <p>Work Permits for 2022-2023 will expire on Monday, August 28th 2023.</p>
Are there specific criteria that students must meet in order to obtain a work permit?	<p><b>Yes.</b> Only students age 12 and older may receive work permits. Students must also maintain a GPA of 2.0 or higher (C average), using a weighted GPA. Students cannot be failing any of their classes. If a student does not meet the eligibility criteria, the student should connect with their counselor and principal</p>

	at their school of attendance to consider developing a support plan.
Are there limits on the number of hours that students may work <i>during the school year</i> ?	<p><b>Yes.</b></p> <p><u>12 - 13 Year Olds:</u> 2 hours per school day and a maximum of 4 hours per week. 7 a.m. - 7 p.m., except from June 1st through Labor Day, until 9 p.m.</p> <p><u>14 - 15 Year Olds:</u> 3 hours per school day outside of school hours; 8 hours on any non-school day; 18 hours per week; 7 a.m. - 7 p.m., except from June 1 through Labor Day, until 9 p.m.</p> <p><u>16 - 17 Year Olds:</u> 4 hours per day on any school day; 8 hours on any non-school day or on any day preceding a non-school day; up to 28 hours a week for students not enrolled in Work Experience Education (WEE), or up to 40 hours per week for students enrolled in WEE; 5 a.m. - 10 p.m., however, until 12:30 a.m. on any evening preceding a non-school day.</p>
Are there restrictions on the types of work a student can do on a Work Permit?	<p><b>Yes.</b> Please read the <a href="#">General Summary of Minors' Work Regulations</a> for more information.</p> <p>The most common restrictions are: students are not able to drive a motor vehicle on public roads, and therefore cannot be asked to perform food deliveries or valet cars on public roads; students cannot work with power-driven machinery on construction sites; students must use non-hazardous cleaning materials only.</p>
Does the Work Permit have an expiration date?	<p><b>Yes.</b> Students must obtain a Work Permit for each job. A Work Permit is no longer valid and will expire when a student quits or leaves a job. A new work permit application must be filled out for each new job. Students who work with multiple employers will have multiple Work Permits issued to them, but the total number of hours worked in a day or a week from their jobs combined must not exceed legal limits.</p> <p>Additionally, by law, all Work Permits in the state of California must expire shortly after the opening of school in the fall. This is to ensure that students report to school in the fall before continuing to work after summer vacation. EXAMPLE: If a student obtains a job and Work Permit in June and still has the same job in September, their permit will expire in August, and the student would have to obtain a new work permit for the new school year, even though it is for the same job.</p> <p><b>The expiration date of Work Permits for the 2021-2022 school year is Monday, August 29, 2022.</b></p> <p><b>The expiration date of Work Permits for the 2022-2023 school year is Monday, August 28, 2023.</b></p>

<p>Can a Work Permit be taken away?</p>	<p><b>Yes.</b> Yes, Work Permits can be cancelled and taken away at any time by a high school administrator. In addition, a Work Permit can be cancelled at a parent's request with good reason. Good reasons for canceling a work permit include: job does not fit legal requirements for minors, hours scheduled create a truancy or absence problem for the student, or demands of job are causing the student to fail classes at school.</p>
<p>My student is not enrolled in the Santa Barbara Unified School District, but we live in the area. Can my student apply for a work permit with SBUSD?</p>	<p><b>Homeschool</b> - Students who participate in Homeschool Programs should contact Esther Caesar in Student Services for information regarding Work Permits. <a href="mailto:mnillo@sbunified.org">mnillo@sbunified.org</a> (805) 963-4338 x.</p> <p><b>Students who are not enrolled in SB Unified and who are not Homeschooled:</b> Our district will process Work Permits for students who are enrolled in the SBUSD or a local Homeschool Program. Students who attend private school are able to request for their private school to issue the work permit.</p>
<p>Does a Work Permit require school attendance?</p>	<p><b>Yes.</b> Students under 18 years of age must attend school to get a work permit. If a student graduates from high school before age 18, he or she no longer needs a work permit. If a student passes the California High School Proficiency Exam (CHSPE) or the G.E.D. before the age of 18, he or she no longer needs a work permit. When an employer hires someone under 18 years old who has graduated, passed the CHSPE or G.E.D., the document verifying that fact must be given to the employer as proof that no work permit is required. Emancipated minors must attend school in order to get a work permit. Emancipated minors are still required to get a work permit before being employed but may obtain the work permit without parent consent and signature.</p>
<p>Who do I contact if I have questions about Work Permits?</p>	<p><b>Alta Vista</b>          Andrea Romo, College and Career Technician, <a href="mailto:aeromo@sbunified.org">aeromo@sbunified.org</a>          Alejandro Juarez, College and Career Counselor, <a href="mailto:ajuarez@sbunified.org">ajuarez@sbunified.org</a>          (805) 966-0883</p> <p><b>Dos Pueblos High School</b>          Gabriela Balfour-Ritchie, College and Career Technician,  <a href="mailto:gbalfourritchie@sbunified.org">gbalfourritchie@sbunified.org</a>          Spencer Barr, College and Career Counselor  <a href="mailto:sbarr@sbunified.org">sbarr@sbunified.org</a>          (805) 968-2541 ext.4588</p> <p><b>La Cuesta High School</b>          Andrea Romo, College and Career Technician, <a href="mailto:aeromo@sbunified.org">aeromo@sbunified.org</a>          Alejandro Juarez, College and Career Counselor, <a href="mailto:ajuarez@sbunified.org">ajuarez@sbunified.org</a>          (805) 966-0883</p> <p><b>San Marcos High School</b>          Barb Freeman, College and Career Technician, <a href="mailto:bfreeman@sbunified.org">bfreeman@sbunified.org</a>          TBD, College and Career Counselor          967-4581 ext. 5544</p>

	<p><b>Santa Barbara High School</b>  Cenorina Castelo, College and Career Technician, <a href="mailto:ccastelo@sbunified.org">ccastelo@sbunified.org</a>  Miguel Briseno, College and Career Counselor, <a href="mailto:mbriseno@sbunified.org">mbriseno@sbunified.org</a>  (805) 966-9101, x5037</p> <p><b>Junior High Schools</b> - Please contact your principal.</p> <p><b>District Office</b>  Miranda Nillo  CTE Program Assistant  <a href="mailto:mnillo@sbunified.org">mnillo@sbunified.org</a>  805.963.4338 x.0022</p>
<p>What do I do if my student wants an Entertainment Work Permit?</p>	<p>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.</p> <p>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:  <a href="https://www.dir.ca.gov/dlse/entertainment-work-permit.htm">https://www.dir.ca.gov/dlse/entertainment-work-permit.htm</a></p>