

# TRACY UNIFIED SCHOOL DISTRICT

## SUMMER 2023 WORK PERMIT INSTRUCTIONS & INFORMATION

### CDE FORM B1-1 (Work Permit Request)

Thursday, June 1, 2023 - Tuesday, August 1, 2023

Work permits are processed by **electronic means only** during summer. All forms are submitted by email to [tusdsummerworkpermits@tusd.net](mailto:tusdsummerworkpermits@tusd.net). Official work permits are issued and returned by email. Read the following information completely:

1. Beginning Thursday, June 1<sup>st</sup> through Tuesday, August 1<sup>st</sup>, summer work permits are issued on **Tuesdays and Thursdays between the hours of 9am-1pm, and by email only.** **NOTE: No work permits will be issued on Tuesday, July 4<sup>th</sup>.**
2. Summer Work Permits are issued to students ages 12-17 living in the Tracy Unified School District attendance area who have completed and qualified applications. This includes the Business of a Qualified Employer who follows all Youth Employment Laws through the State of California.
3. For students attending TUSD schools, school records are used to verify a student's date of birth. If the student lives in the TUSD attendance area but does not attend a TUSD school, students will need to include a picture or scan of a birth certificate, baptism certificate, driver's license, or a passport in lieu of school records with their email submission. (EC Section 49133).
4. To apply for a work permit, you must have already been hired or offered a job. **You do not need a work permit to apply for jobs.** You **do not** need a work permit if you have turned age 18. If you graduated from high school, even if you are still age 17 at the time of graduation, you **do not** need a work permit, meaning if you received a diploma and are 17, a work permit is not required per California State Law.
5. Work Permit Instructions and CDE Form B1-1, (*Statement of Intent to Employ Minor and Request for a Work Permit*), are posted on the TUSD website and on the TUSD high school websites. Click on the link below and scroll to the bottom of the webpage. Under "School News" you will find the work permit information. CDE Form B1-1 is also attached below.

TUSD link: <https://www.tracy.k12.ca.us/>

6. Download and print the CDE Form B1-1 from the link provided. Complete the student, parent, and employer sections, including signatures (typed signatures are not accepted). Send a picture or scan of your completed Form B1-1 and any supporting documents by email to [tusdsummerworkpermits@tusd.net](mailto:tusdsummerworkpermits@tusd.net) for processing. If all sections are completed, including the **full social security number**, the official work permit will be issued and returned to you by email. If you do not have access to a printer, ask your Employer to print the application for you from the link above to complete the work permit process.
- **Reminders:** Be sure to include your full Social Security Number as it is required by California State Law to issue a work permit. Be sure to include the email to send the official work permit to if it is different than the email you are using to submit your form B1-1.
  - **IMPORTANT:** Permits must be renewed in August of each year, per California State Law, regardless of the date of issuance. If you are issued a work permit in summer and are still employed in the same job or another job when the new school year begins, you must renew your work permit by submitting a new Form B1-1 to the Career Technician at your high school of enrollment. Regular school year work permit issuance begins on August 7<sup>th</sup>. The last day for summer work permit issuance is Tuesday, August 1<sup>st</sup>.

**NOTE: Grades and Saturday School hours are NOT checked for summer permit issuance. However, when you return to school in August, GPA and Saturday School hour requirements are enforced and your work permit can be revoked if the requirements are not met.**

Questions can be emailed to [tusdsummerworkpermits@tusd.net](mailto:tusdsummerworkpermits@tusd.net). Questions will only be answered on Tuesdays and Thursdays during the hours of 9am-1pm during summer. We are closed on July 4<sup>th</sup>.

Frequently Asked Questions from California Department of Education on Work Permits: <https://www.cde.ca.gov/ci/ct/we/wpfaq.asp>

California Department of Education - Child Labor Law Pamphlet link: <https://www.dir.ca.gov/dlse/childlaborlawpamphlet.pdf>  
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.

**REQUIRED: LIST THE EMAIL ON THE LINE BELOW WHERE TO SEND THE OFFICIAL WORK PERMIT:**

(Print Information) **(Write email on line above-OFFICAL WORK PERMIT SENT TO THIS EMAIL ONLY)**

**Minor’s Information**

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

**School Information**

_____ School Name	_____ School Phone
_____ School Address	_____ City
_____ Zip Code	

**To be filled in and signed by parent or legal guardian**

*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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**To be filled in and signed by employer**

_____ 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.*

_____ <b>Employer’s Name (<i>Print First and Last</i>)</b>	_____ <b>Employer’s Signature</b>	_____ <b>Date</b>
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**For authorized work permit issuer use only-SCHOOL STAFF TO COMPLETE THE SECTION BELOW**

Maximum number of work hours when school is in session: <table border="0" 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> _____ Proof of Minor’s Age ( <i>Evidence Type</i> ) _____ 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 border="0" 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> <b>Check Permit Type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <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										
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