

# Work Permits

## What is a work permit and where can I get one?

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job. You may get a work permit from Glen A. Wilson High School (while school is in session), if a student has been hired for a job. The GPA requirement for obtaining a work permit at Wilson HS is 2.0 and student must have positive attendance (95% or higher). There are five steps in obtaining a work permit:

### There are five steps in obtaining a work permit:

1. Obtain a WIHS Work Permit Contract and Work Permit Application in the Attendance Office from Mrs. Ana Becerra at [anbecerra@hlpusd.k12.ca.us](mailto:anbecerra@hlpusd.k12.ca.us) or Download the Work Permit Contract and Work Permit Application below.
2. Student and parent must read and agree to the terms of the Work Permit Contract.
3. Fill out the student information at the top of the Work Permit Application, secure your parent/ legal guardian's signature required in the middle portion, and have your employer fill out the last section.
4. **Return or email** the completed Work Permit Application and Work Permit Contract to Mrs. Becerra where the work permit will be processed within 2-3 working days.
5. Bring the completed work permit back to the prospective employer.

### Important

- ALL WORK PERMITS MUST BE RENEWED AT THE BEGINNING OF EVERY SCHOOL YEAR. IF YOU ARE UNDER THE AGE OF 18.
- During Summer, you can download the Work Permit Application and email it to Ms. Jimenez at [ljimenez@hlpusd.k12.ca.us](mailto:ljimenez@hlpusd.k12.ca.us) or Ms. Salcedo at [eaquerrero@hlpusd.k12.ca.us](mailto:eaquerrero@hlpusd.k12.ca.us)
- For questions regarding work permits, please contact
  - Mrs. Becerra at 626 934-4409
  - Ms. Jimenez at 626 934-4413
  - Ms. Salcedo at 626 934-4416