

# SIMI VALLEY HIGH SCHOOL

## WORK EXPERIENCE OFFICE

5400 Cochran Street, Simi Valley, California 93063 ♦ 805-577-1400 ♦ Fax: 805-520-6633

Dear Parent/Guardian:

California Education Code 49164 states regarding work permit cancellations or revocations of work permits, "A permit to work shall be revoked by the issuing authority when satisfied that the employment of the minor is impairing the health or ***education of the minor***, or that any provision or condition of the permit is being violated, or that the minor is performing work in violation of any provision of the law."

For a student to obtain a work permit and keep it valid, students must maintain satisfactory grades and attendance as outlined below.



*Commitment to Excellence*

IT IS THE **SIMI VALLEY UNIFIED SCHOOL DISTRICT POLICY** THAT STUDENTS MUST:

- **Maintain a 2.0 or higher GPA based on the most recent quarter/semester report card.**
- **Maintain a 90% Attendance Rate.**
- **Have 6 or less Periods of Truancy.**

*\*\*Total non-weighted GPA is used to determine eligibility.*

*\*\*Parents/Guardians have 5 days to clear an absence with the Attendance Office. Uncleared absences are automatically converted to a truancy.*

Students who DO NOT meet the standards may not be issued a work permit and/or the current work permit(s) may be revoked.

You may drop off the complete work permit application packet in the Work Experience Office. Please allow 24-48 hours for work permit processing.

If you have any questions, please email the Work Experience Office:

**Ryan Taggart, Work Experience Coordinator**  
**Jessica Gugnitz, Work Experience Secretary**

email: [john.taggart@simivalleyusd.org](mailto:john.taggart@simivalleyusd.org)  
email: [jessica.gugnitz@simivalleyusd.org](mailto:jessica.gugnitz@simivalleyusd.org)

By signing below, I understand and will adhere to the Simi Valley Unified School District Work Permit Policy, including California Education Code 49164:

\_\_\_\_\_  
Parent/Guardian Name *(please print)*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name *(please print)*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**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.

*(Print Information)***Minor’s Information**

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

**School Information**

Simi Valley High School	(805) 577-1400	
School Name	School Phone	
5400 Cochran Street	Simi Valley	93063
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.*

Employer’s Name <i>(Print First and Last)</i>	Employer’s Signature	Date
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**For authorized work permit issuer use ONLY**

Maximum number of work hours when school is in session: 4    4    4    4    8    8    8    36 Mon   Tues   Wed   Thur   Fri   Sat   Sun   Total	Maximum number of work hours when school is not in session: 8    8    8    8    8    8    8    48 Mon   Tues   Wed   Thur   Fri   Sat   Sun   Total
<b>School Records</b>	<b>Check Permit Type:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Work Experience <input type="checkbox"/> Vacation <input type="checkbox"/> Other  GPA: _____ Attendance: _____ % Periods Truant: _____ Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO Permit Issue Date: _____
Proof of Minor’s Age <i>(Evidence Type)</i>	
Verifying Authority’s Name and Title <i>(Print)</i>	
Verifying Authority’s Signature	

**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.