

How to Obtain a Summer Work Permit

*Before requesting a work permit, please check that you meet the requirements:

- Overall 2.0 GPA last quarter / 12 < Unexcused Absences for the Year / No Discipline Issues

Step 1: Print and Complete the B1-1 Form

Print - [Form B1-1 Statement of Intent to Employ a Minor and Request for Work Permit](#)

Complete:

- Minor's Information:
 - Student completes this section of the form
 - Make sure to legibly write or type all information, including your SSN!
- School Information:
 - Student completes this section of the form
 - Make sure to legibly write or type your home school's information
- Parent/Legal Guardian:
 - Student's parent/legal guardian must complete this section of the form
 - Please make sure to SIGN and DATE!
- Employer:
 - The place of business who hires the student will complete this section of the form
 - They must complete the entire section and answer each question
 - They must also SIGN and DATE!

Step 2: Submit B1-1 Form

- Upon completion, forms will be submitted via email to Matt Harrod (harrodm@mdusd.org)
 - Completed forms can be emailed as a PDF attachment or a well taken picture
- Forms will be accepted electronically from Thursday-Tuesday of each week
- On Wednesday of each week, forms will be processed and then delivered to Concord High School (4200 Concord Blvd., Concord, CA 94521) **by noon for pick-up**
 - To pick up a completed permit, go to the Main Office any day on and/or after Wednesday between 8:30am-2:30pm
- Once picked up, students must take their completed Work Permit back to their employer

Important Reminders

- Each new job requires a new work permit
- Summer work permits expire 5 Days after the new school year begins

Questions

- Questions can be directed to Matt Harrod via email at harrodm@mdusd.org