



# Work Permit Procedures

## **To request/obtain your work permit:**

1. Click on the following link to download and print the form:  
[Work Permit Application](#)
2. Review, print and sign **Work Permit Eligibility**
3. Fill out the following sections of the **Work Permit Application**:
  - a. Minor's Information
  - b. Filled in and signed by employer
  - c. Filled in and signed by parent or legal guardian
4. Scan and/or take a picture of the completed Work Permit Application
5. Email completed Work Permit Application to:  
Carmel Hernandez ([chernandez@lUSD.net](mailto:chernandez@lUSD.net))
6. You will receive an email with your issued work permit (you are not done yet!!)
7. Print and sign the issued work permit
8. Scan and/or take a picture of the issued work permit
9. Email Carmel Hernandez ([chernandez@lUSD.net](mailto:chernandez@lUSD.net)) with your issued work permit signed. Your permit is not official until it is received by the school.