

HOW TO GET A WORK PERMIT

WORK PERMIT APPLICATIONS & OFFICIAL WORK PERMITS ARE PROCESSED BY EMAIL

- 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.
- Per TUSD High School Student Handbook, to be eligible for a work permit students must maintain a minimum 2.0 GPA and Saturday School hours must be 15 or less to obtain a work permit. If you have questions about eligibility, email tpouliot@tusd.net.
- Work Permit Instructions and Forms are on the counseling page of the Kimball High website, under “College and Career Center” and the “Work Permit Information” tab at this link:
<https://kimballhigh.tracy.k12.ca.us/academics-programs/college-and-career-center>
- Download and print the work permit application from the link above. Complete the student, parent, and employer sections. Email a picture or scan of your completed application to Tpouliot@tusd.net for processing. The official work permit will be issued and returned to you by email within 2 working days. **Permits are not issued on weekends, school holidays, or breaks during the school year.**
- Ask your Employer to print the application for you from the link above if you do not have a printer.
- Be sure to include your Social Security Number and student email to send the official work permit to upon completion.
- Refer to the California Department of Education website for more information on Child Labor Laws here: <https://www.dir.ca.gov/dlse/childlaborlawpamphlet.pdf>
- If you are interested in enrolling in Work Experience, please contact your counselor for further instructions regarding enrollment. If you are approved for Work Experience, notify Ms. Tiffany at Tpouliot@tusd.net by email to have your work permit updated.