



Summer 2024 Work Permit Procedures

To request your work permit:

1. Click on the following link to download and print the form:
[Work Permit Application](#)
Or stop by the Student Service Center (A-L side)
2. Fill out highlighted 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
3. Scan and/or take a picture of the completed Work Permit Application (keep this printed copy-you will turn this form in when you pick up your work permit)
4. Email completed Work Permit Application to:
Stacy Smith @ stsmith@lUSD.net

To pick up your work permit:

1. Bring your original, completed Work Permit Application with you to turn in when picking up your work permit
2. You will receive 2 copies of your work permit to sign
 - a. 1 copy will stay with the school
 - b. 1 copy goes to your employer

Summer School Office Hours are from 8 am - 1:30 pm