

How To Complete The Work Permit Request Form

Student

1. Neatly print your name, address, telephone number, social security number, date of your birth.
2. Return this form to the Career Center and we will issue you an official work permit if you meet all the Burbank Unified School District guidelines. You will return the official work permit to your employer.

Parent/Guardian

1. Please put your signature on the last line of this form where indicated. If the student is over 18 years old, this is NOT necessary.

Employer/Supervisor

1. Complete name, address and phone number of business.
2. Sign on the line indicated "Supervisor's Signature."
3. Your new employee will return an "official permit" to you within two days. If you do not receive it, be sure to ask the student as they are not allowed to work without this permit.

Burbank Unified School District Guidelines

1. 14-15 years old. When school is in session; daily maximum 3 hours, weekly maximum 18 hours, except 23 if student is in work experience program. Generally may not work during school hours except in work experience program. When school is not in session; daily maximum 8 hours, weekly maximum 40 hours. Student can work between 7 am and 7 pm, except that from June 1 to Labor Day, it may exceed to 9pm.
2. 16-17 year old. When school is in session; daily maximum 4 hours, weekly maximum 20 hours, except 40 hours if student is in work experience program. When school is not in session, daily maximum 8 hours, weekly maximum 48 hours. Student can work between 5 am to 10 pm. May work until 12:30 am on days preceding non school days.
3. Students must maintain a 2.0 GPA and have acceptable school attendance.

**For assistance, please contact the Career Center at Burbank High School
818/ 558-4700 Ext. 54900 or 54901**