



Independent Learning Academy/ILA  
417 North Parish Place  
Burbank, California 91506  
818-729-6963

## **WORK PERMIT POLICY /PROCEDURE**

All minors under the age of 18 (including minors employed by permits) must have a work permit. Work permits **must be renewed** at the start of each school year or at the time a student obtains a new job. In order to obtain a work permit and keep it valid, an ILA student **must have a 2.0 GPA or higher and have acceptable attendance.**

Records will be reviewed regularly and **work permits will be revoked for students who do not meet the 2.0 GPA and acceptable attendance requirement.**

If you do not have a 2.0 GPA or acceptable attendance your request will be submitted to the Assistant Principal of Guidance who will determine if working is appropriate for the student. If the AP of Guidance decides that the student should be given an opportunity to work, a permit shall be granted. **The student's grades will be tracked at the end of each grading period and the permit withdrawn if the student's academic does not improve.**

## **HOW TO COMPLETE THE WORK PERMIT REQUEST FORM**

1. Neatly print your name, address, telephone number, social security number and month, day, and year of the birth.
2. Have your parent sign and date the bottom portion of the permit application.
3. Have your employer complete the required portion on the Work Permit Application.  
**Work Permits are not issued until the student is employed.**
4. Please make sure that all required information (this includes your social security number) is completed on your application before you turn it in.