

Work Permit Guidelines

What you need to know about Work Permits

4 Steps Students Must Follow To Receive A Work Permit:

1. Students must be enrolled in school
2. Students must attend school regularly
3. Students must maintain a GPA of 2.0
4. Students must submit the completed "Statement of Intent to Employ a Minor" Form

Information needed on the "Statement of Intent to Employ A Minor" Form:

- The Student's: Name, Address, Phone number, Birth Date, Social Security Number
- The Employer's: Business Name, Address, Phone Number, Supervisor's Name
- The type of work the student will perform
- The maximum number of hours per day and per week the student will be expected to work for the employer
- Signatures REQUIRED from Parent or Guardian, Student, and Employer

The first point of contact is the High School College and Career Center Teachers

Return "Statement of Intent To Employ A Minor" Form to:

During the School Year: High School College/Career Centers
Students will also need a copy of their attendance and grades from the last reporting period

During Summer: SBCUSD Secondary Education/ College and Career Professional Development Center, 4030 Georgia Blvd.,
San Bernardino, CA 92407
(909)473-2084

collegeandcareerredi@sbcusd.k12.ca.us