

## Work Permits for Fresno Unified Students:

If a Fresno Unified student needs a work permit during Summer Break, please contact the College and Career Readiness office in Fresno Unified School District:

College & Career Readiness Office  
3240 N. Millbrook Ave  
Fresno, CA 93726  
(559) 248-7465  
Hours: 9:00 am – 3:00 pm

**The College & Career Readiness Office will process and issue work permits during the following dates:**

**June 13, 2025 – August 15, 2025**

***Closed: June 19, 2025 & July 4, 2025***

### **Checklist to get a work permit:**

- ✓ Receive a job offer from an employer ***PRIOR*** to obtaining a work permit
- ✓ Complete an Intent to Employ, State of California Department of Education form number B1-1; available online at <http://www.dir.ca.gov/dlse/dlseformB1-1.pdf> or may be picked up at the College & Career Readiness Office
- ✓ Have employer complete and sign their portion of the application
- ✓ Once student, parent and employer complete and sign their section, call 248-7465 to schedule an appointment to have your work permit processed
- ✓ At your scheduled appointment, a work permit will be issued on site and student must stay at the office building while the work permit is generated. Appointments can take up to 15-20 minutes
- ✓ District staff reviews student's grades and attendance to determine student's eligibility and notes grades and attendance on the B1-1
- ✓ District staff will generate official work permit (B1-4 form), print 3 copies, and sign. Student is given the work permit to sign and the District retains one copy
- ✓ After signing, two forms are given to the student -- one form is to be given to the employer and one is for the student's records

Per California Labor Law, students cannot work during school hours.