

TRACY UNIFIED SCHOOL DISTRICT

SUMMER 2025 WORK PERMIT INSTRUCTIONS & INFORMATION

CDE FORM B1-1 (Work Permit Request)

Monday, June 2, 2025 - Monday, July 21, 2025

Work permits are processed by **electronic means only** during summer. All forms are submitted by email to tusdsommerworkpermits@tusd.net. Official work permits are issued and returned by email.

Read the following information completely:

1. **Beginning Monday, June 2nd through Monday, July 21st, summer work permits are issued on the following dates: June 2, 9, 16, 23, June 30, July 7, 14, and 21. Work Permits are issued between the hours of 8am-4:30pm on those dates by email only.**
2. Summer Work Permits are issued to students ages 12-17 living in the Tracy Unified School District attendance area who have completed and qualified applications. This includes the Business of a Qualified Employer who follows all Youth Employment Laws through the State of California.
3. For students attending TUSD schools, Aeries school records are used to verify a student's date of birth. If the student lives in the TUSD attendance area but does not attend a TUSD school, students will need to include a picture or scan of a birth certificate, California ID or driver's license, or a passport in lieu of school records with their email submission. (EC Section 49133).
4. **You DO NOT need a work permit for the following:**
 - To apply for jobs.
 - If you are 18 years of age
 - If you graduated from high school, **even if you are still 17 at the time of graduation**, meaning if you received a diploma and are age 17, a work permit is **NOT** required per California State Law.
5. Work Permit Instructions and application [CDE Form B1-1](#), (*Statement of Intent to Employ Minor and Request for a Work Permit*), are posted on the TUSD website and on the TUSD high school websites.

TUSD link: <https://www.tracy.k12.ca.us/>
6. Download and print the CDE Form B1-1 from the link provided [here](#). Complete the student, parent, and employer sections, including signatures (typed signatures are not accepted). Send a picture or scan of your completed Form B1-1 and any supporting documents by email to tusdsommerworkpermits@tusd.net for processing. If all sections are completed, including the **full social security number**, the official work permit will be issued and returned to you by email. If you do not have access to a printer, ask your Employer to print the application for you from the link above to complete the work permit process.
- **Reminders: Be sure to include your full Social Security Number as it is required by California State Law to issue a work permit. Be sure to include the email to send the official work permit to if it is different than the email you are using to submit your form B1-1.**

IMPORTANT: *NOTE: Grades and Saturday School hours are NOT checked for summer permit issuance. However, when you return to school in August, GPA and Saturday School hour requirements are enforced and your work permit can be revoked, if requirements are not met.

- Permits must be renewed in August of each year, according to California State Law, regardless of the date of issuance. If you are issued a work permit in summer and are still employed at the same job or another job, when the new school year begins, you must renew your work permit by submitting a new Form B1-1 to the Career Technician at your high school of enrollment. Regular school year work permit issuance begins on August 4th.
- The last day for summer work permit issuance is Monday, July 21st.

Questions can be emailed to tusdsummerworkpermits@tusd.net. Questions will only be answered on the Monday dates listed above and by email only.

Frequently Asked Questions from California Department of Education on Work Permits:

<https://www.cde.ca.gov/ci/ct/we/wpfaq.asp>

California Department of Education - Child Labor Law Pamphlet link: <https://www.dir.ca.gov/dlse/childlaborlawpamphlet.pdf>