



# SUMMER WORK PERMITS

Each high school's College & Career Center closes for summer on Thursday, June 5th and will re-open for the 2025-2026 school year on Monday, August 4th.

**To get a work permit processed over summer, please follow the schedule and instructions outlined below.**

| June 9th - July 3rd  | July 7th - July 25th  |
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| Work permits processed at<br>Oakmont High School<br>1710 Cirby Way, Roseville, CA 95661<br><br>Monday-Thursday<br>8:00am-1:30pm<br><i>*Closed on 06/19 and 07/04</i> | Work permits processed at the<br>RJUHSD District Office<br>1750 Cirby Way, Roseville, CA 95661<br><br>Monday-Thursday<br>7:30am-4pm |

## Steps for obtaining a work permit:

- 1) Download a "Request for Work Permit" form from your school's website.
- 2) Fill out the minor's information section in entirety (including SSN).
- 3) Employer fills out and signs their section. Electronic signatures are **NOT** accepted.
- 4) Parent prints and signs their name.
- 5) Submit the work permit request form to the appropriate location (see above) and allow 24 hours for processing.

**NOTE: Students must be present when picking up their completed work permit, as an original signature is required from the student. Parents may not sign for students.**

## Frequently Asked Questions

**If I graduate from high school, do I need a work permit?**

*Once a minor is no longer subject to the state's compulsory education laws, he/she is not considered a minor for purposes of the state's child labor laws (labor code 1286[c]). Therefore, a high school graduate does not require a permit and may work in any occupation, even if he/she is under 18 years old.*

**When do work permits expire?**

*All work permits expire August 15th. Work permits issued during the summer and past school year (2024-2025) must be renewed by August 15, 2025, even if you are continuing to work for the same employer. The process for renewing a work permit requires the same original steps as when you first obtained the work permit.*