



# Ortega High School



Dr. Greg Cleave  
**Principal**  
Steven Fitch  
**Assistant  
Principal**  
Victor Bond  
**Counselor**

520 Chaney St.  
Lake Elsinore, Ca 92530  
(951)253-7065

## To Whom It May Concern:

**While a student is attending school and working**, they must adhere to “school in session” hours listed on their current work permits. Adequate academic performance and attendance are the priority.

**Student employee grades and participation will be reviewed bi-weekly.** Students must maintain a ***No-Fails*** policy and attend their scheduled classes. In the circumstance that a student begins to falter, we will pursue student intervention, wherein working hours may be reduced or the permit is revoked. Myself or Mr. Bond, our school counselor, will personally contact you, your employer, and parent/guardian, in the event of these changes.

If you have further questions, please do not hesitate to contact me:  
[angela.vandervelde@leusd.k12.ca.us](mailto:angela.vandervelde@leusd.k12.ca.us) or (951)472-2884.

Sincerely,  
Angela Vander Velde  
College and Career Center Technician  
Ortega High School

By signing this letter, you agree to comply with the above terms and conditions of your student work permit. *Please retain a copy of this contract for your records.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date