

WORK PERMIT INFO & INSTRUCTIONS

2026-2027 School Year

OFFICIAL WORK PERMITS ARE ISSUED TO THE STUDENT'S TUSD E-MAIL

- To apply for a work permit, you must have been hired or offered a job.
Note: You DO NOT need a work permit to apply for jobs.
- Per TUSD High School Student Handbook, to be eligible for a work permit, students must maintain a minimum 2.0 GPA and Saturday School hours must be 15 or less to obtain a work permit.
- Work Permit Instructions and Forms are posted on the West High website, under “Counseling/Programs, College and Career Center webpage. Click on “Work Permit Info and Instructions” tab at this link:

<https://westhigh.tracy.k12.ca.us/academics-programs/college-and-career-center>
- You may download and print the work permit application, **FORM B1-1**, from the link above or pick up a form in the Career Center during lunch.
- Be sure to fully complete the student, parent, and employer sections, including signatures. Signatures on Form B1-1 cannot be electronic per state law. Include your *FULL Social Security Number (required by state law for issuance)*. Drop off the completed application in person to the Career Center during lunch or after school. Online submissions are no longer accepted as of August 1, 2024.
- If eligibility is met, the official work permit, **FORM B1-4**, will be issued and sent by email to the TUSD student email within 2-3 working days. Follow the instructions provided in the email regarding student signature and how to submit to your employer.
- Permits are not issued on weekends, school holidays/breaks during the school year.
- Refer to the California Department of Education website for more information on Child Labor Laws here: <https://www.dir.ca.gov/dlse/childlaborlawpamphlet.pdf>
- If you are interested in enrolling in Work Experience, see your counselor for further instructions regarding eligibility for enrollment and a schedule change.
- If you are approved for Work Experience, and your schedule has been changed by your counselor, notify Ms. Urbina in the Career Center to have your work permit reissued reflecting enrollment in the course and hours allowed to work updated accordingly on the new work permit.

Note: GPA and Hours requirements are not used for summer work permit eligibility. During the school year, requirements must be met. Summer work permit info is announced the last week of the school year.