

# HOW TO GET A WORK PERMIT

School Year 2021-2022

## ***WORK PERMIT APPLICATIONS & OFFICIAL WORK PERMITS ARE PROCESSED BY EMAIL***

- To apply for a work permit, you must have already been hired or offered a job. 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. If you have questions about eligibility, email [gjackson@tUSD.net](mailto:gjackson@tUSD.net).
- Work Permit Instructions and Forms are on the counseling page of the West High website, under “Forms and Links” and the “Work Permit Information” tab at this link:  
<https://westhigh.tracy.k12.ca.us/academics-programs/counseling>
- Download and print the work permit application from the link above. Complete the student, parent, and employer sections. Email a picture or scan of your completed application to [gjackson@tUSD.net](mailto:gjackson@tUSD.net) for processing. The official work permit will be issued and returned to you by email within 2-3 working days. Permits are not issued on weekends, school holidays, or breaks during the school year.
- Ask your Employer to print the application for you from the link above if you do not have a printer.
- Be sure to include your Social Security Number and student email to send the official work permit to upon completion.
- 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, please contact your counselor for further instructions regarding enrollment. If you are approved for Work Experience, notify [gjackson@tUSD.net](mailto:gjackson@tUSD.net) by email to have your work permit updated.