

HOW TO GET A WORK PERMIT SPRING 2021

*WORK PERMIT APPLICATIONS AND OFFICIAL WORK
PERMITS ARE PROCESSED BY ELECTRONIC MEANS
ONLY DURING DISTANCE LEARNING*

TAKE A PICTURE OF THESE INSTRUCTIONS

- 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.
- Work Permit Instructions and Forms are on the West High website, Counseling Tab, Work Permit Tab, and link below:
<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 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 school holidays or breaks.
- 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's email to send the official work permit to upon completion.

NOTE: The State of California Department of Education has not changed any rules regarding the hours students can work due to distance learning.

Questions can be emailed to gjackson@tUSD.net