



# Issuing a Work Permit

Work permits are at the discretion of the school district to determine whether to issue a permit.

## Who Can Issue Work Permits?

- An administrator designated by the Superintendent in writing (EC 49110).

## General Information

- Work permits do not apply to minor who have graduated from high school or obtained a certificate of proficiency (EC 49101). All other labor laws are applicable to minors (ie. number of hours, hazardous work, etc.)
- Drop outs, truants, and students not in compliance with mandatory school attendance laws do not qualify for a California Work Permit.
- Private and Charter schools have the ability to issue work permits since 2009.
- Law requires a social security number to issue a work permit.
- Work permit only good for one employer. If a student is working at two jobs, even though same corporation, the student must have two separate work permits.

**IUSD will not issue a work permit unless the student is an IUSD student. The state gives each school district the discretion for work permits.**

## Work Permit Process

- Minor, parent, employer, and authorized work permit issuer completes and signs the B1-1.
- Work permit issuer verifies information on B1-1 and completes B1-4.
- 2 copies are made of B1-4 (minor, school, original goes to the employer)

## Who is AUTHORIZED to revoke a work permit?

- Labor Commissioner
- State Superintendent of Public Instruction
- District Superintendent (only when issued through self-certification)
- Parent/guardian that signed the B1-1
- School administrator who issued work permit
  - Should you wish to revoke a work permit, strike through the work permit copy you retained. Write "REVOKED" and mail a copy to the employer by regular AND certified mail with return receipt. If employer continues to employ the minor, you may report the employer to the Labor Bureau.

Laws and Regulations Governing the Employment of Minors-Work Permit Handbook:

[https://hslida.org/content/hs/state/ca/WorkPermitHandbook2009%20 3 .pdf](https://hslida.org/content/hs/state/ca/WorkPermitHandbook2009%203.pdf)

FAQ-Work Permits:

<https://www.cde.ca.gov/ci/ct/we/wpfaq.asp>

For questions regarding general work permits, please contact Student Services at (949) 936-5171 or [StudentServices@iusd.org](mailto:StudentServices@iusd.org)