

Steps to Obtaining a Work Permit

Work Permits are issued once an offer for employment has been extended to the minor student.

****Minor students may not work until the actual work permit has been issued.****

- Read, fill and sign the **(B1-1)** Statement of Intent to Employ a Minor and Request for Work Permit form. You must provide your social security number (mandatory). You may click [here](#) for the form, or pick one up in the front office.
- Bring to your employer to fill out the employer's information and sign.
- Have your parent(s)/guardian(s) sign.
- Return the completed form to Kat Jordison (760-787-4024) in the Bulldog Resource Center/Counseling office between the hours of 7:30 a.m. and 3:30 p.m. Please be aware that there is a 24-hour turnaround to process the work permit after it is dropped off.
- Students must pick up the work permit in person as it requires their signature. Parents or siblings may not pick up the work permit for the student.
- **Please allow 24 hours to process the permit after the work permit has been dropped off.**

Approving Work Permits

Student attendance, grades and discipline records will be reviewed. The minimum requirements are:

- Minimum 2.0 GPA
- No excessive absences
- No excessive disciplinary action taken

If the student meets all of the requirements, the work permit will be issued. If the student does not meet these minimum requirements, further steps will be provided. In some cases, the student will need to show improvement before a work permit will be approved or they may have work limitations. In addition, if the student does not continue to meet the requirements during the school year when the work permit was issued, the permit may be revoked.

Summer Work Permits are issued at the Ramona High School Bulldog Resource Center in the counseling office. For more information on obtaining a work permit during the month of July only, please email kjordison@ramonausd.net.

FREQUENTLY ASKED QUESTIONS

Q: If I've graduated from high school, do I need a work permit?

A: Once a minor is no longer subject to the state's compulsory education laws, he/she is not considered a minor for purposes of the state's child labor laws (labor code 1286[c]). Therefore, a high school graduate does not require a permit and may work in any occupation.

Q: If I have more than one job, do I need more than one work permit?

A: Yes, you will need a separate work permit for each job that you hold.

Q: When do work permits expire?

A: Summer work permits expire five days after the beginning of the next school year. Work permits issued during the school year, providing you remain with the same employer, expire five days after the following school year begins.

Q: Can my parent/guardian bring in my Request for Work Permit and be issued a work permit?

A: No, you must bring in your Request for Work Permit after it has been completed. The work permit will require the student's signature before it may be issued. The student must be present when the work permit is issued.

Q: Can I start working when my employer signs the Request for Work Permit?

A: No, you must have the work permit issued first before you can begin working.

Q: What ages are required to have a work permit?

A: Any student under the age of 18 who has not graduated from high school must have a work permit on file.