

## Work Permit Requirement/Process

### (Obtaining a New Work Permit)

### (Renewing an Expired Work Permit)

Recommended minimum requirements for issuing a work permit:

1. Minimum of 2.0 Cumulative GPA
2. Satisfactory school attendance (No excessive absences)

Student obtains a B1-1: "Statement of Intent to Employ Minor and Request for Work Permit." The form is available online, from your high school Career Center, front office, Counseling Center, or The College and Career Readiness website and office.

**After obtaining a promise of employment**, complete the following chronological steps within 7 days:

**Student:**

- Using blue or black ink, complete the B1-1 sections: "Minor's Information" and "School Information"
- Request that the employer complete the section: "To be filled in and signed by employer" (make certain the employer signs and dates the form)
- Have your parent/guardian complete the section: "to be filled in and signed by parent or legal guardian" (make certain that the form is signed and dated)
- Take the completed B1-1 to your counselor to review student grades and attendance. Eligibility and level of work permit: probationary, restricted, or permanent will be determined.
- Take the completed B1-1 to your Job Developer/Career Center for processing. All signatures must be filled in prior to getting the work permit processed and all dates on the B1-1 must be within a 7-day timeframe.
- If a student is placed on a probationary work permit, you will receive a probation notification form that must be signed by your parent/legal guardian and employer and returned to your Job Developer/Career Center prior to receiving an authorized work permit
- **Return to the Career Center in two-three school days to receive your authorized work permit**