

John C. Kimball High School - Work Permit Information

- Students who are between the ages of 12-18 and are employed are required to obtain a work permit by California State law. The types of jobs available to students ages 12-17 must fall within state guidelines.
- If you are 18 years of age, you do not need a work permit, even if you are still attending school.
- Per the State of California, Department of Education, if you have graduated from high school and have a diploma, you do not need a work permit, even if you are not yet 18.
- Work permits are employer specific. This means **you must first have a job** before requesting a work permit. If you have two or more jobs, you must have a work permit for **each** employer.
- Once you receive confirmation that you are employed, students print a **Work Permit Application** (*Statement of Intent To Employ A Minor And Request for Work Permit*) from the Kimball High Counseling website here: <https://kimballhigh.tracy.k12.ca.us/academics-programs/counseling>. The form is to be completed by the student, employer, and parent. The completed application is emailed to the Career Center Tech, jkraschinsky@tusd.net, requirements are verified, and the final work permit is issued and returned to the student by email if eligible. The student signs and returns the final work permit to their employer. It is recommended that you keep a copy of the work permit or take a picture with your phone for your reference. Note: Final work permits may take up to two-three business days to process.
- Work permits expire 5 days after a new school year begins each year per Ed Code. If you are still working in the same job, you need to renew your work permit. To renew your work permit, complete a new **Work Permit Application** (*Statement of Intent To Employ A Minor And Request for Work Permit*) form and follow the same process above for issuance.
- If you change employers at any time during the year, you need to get a new work permit for the new employer.
- High school Career Tech's issue work permits during the school year from the first day of school to the last day of school. Summer work permit information and instructions are provided during the last week of school each year.
- Keep your work permit safe as it does contain private information and your Social Security Number

Requirements

- **Students must maintain a minimum 2.0 GPA and Saturday School hours must be 15 hours or less to obtain a work permit. Students can reduce Saturday School hours by:**
 1. Attending Saturday School (reduces hours by 4 on a regular Saturday School day or by 8 hours on a double-hour Saturday School Day). (Unavailable during distance learning)
 2. Perfect Attendance for 10 consecutive days reduces hours by 12 but you must also attend Saturday School within that two-week period.
 3. Trash patrol during lunch reduces hours by 2. (Unavailable during distance learning)