

TRACY UNIFIED SCHOOL DISTRICT

WORK PERMIT INSTRUCTIONS & CDE FORM B1-1 SUMMER 2021

(Tuesday, June 1st - Tuesday, August 3rd)

PLEASE NOTE: During Summer 2021, work permits are processed by electronic means only. All forms are submitted and official work permits are issued and returned by email.

- Beginning Tuesday, June 1st through Tuesday, August 3rd, summer work permits are issued on **Tuesdays and Fridays, between the hours of 9am-1pm, and by email only**. After August 3rd, submit work permit requests to the Career Center at your high school of attendance. The last day for summer permit issuance is Tuesday, August 3rd.
- Permits must be renewed in August of each year, regardless of the date of issuance. If you are issued a permit in summer and are still employed in the same job or another job when school starts, you will need to have your work permit renewed by the Career Technician at your high school. Regular permit issuance begins on August 9th at your high school of enrollment.
- Summer Work Permits are issued to students aged 12-17 living in the Tracy Unified School District attendance area who have completed and qualified applications. This includes the Business of a Qualified Employer who follows all Youth Employment Laws through the State of California.
- For students attending TUSD schools, school records are used to verify a student's date of birth. If the student lives in the TUSD attendance area but does not attend a TUSD school, students will need to provide with their email submission a picture or scan of a birth certificate, baptism certificate, driver's license, or a passport in lieu of school records. (EC Section 49133).
- 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.** You **do not** need a work permit if you have turned age 18.
- Work Permit Instructions and CDE Form B1-1, (*Statement of Intent to Employ Minor and Request for a Work Permit*), are posted on the TUSD website and on the TUSD high school websites. Click on the link below and scroll to the bottom of the webpage. Under "School News" you will find the work permit information.

TUSD link: <https://www.tracy.k12.ca.us/>

- Download and print the CDE Form B1-1 from the link provided. Complete the student, parent, and employer sections, including signatures (typed signatures are not accepted). Send the completed CDE Form B1-1 (take a picture or scan of the form) and any supporting documents by email to gjackson@tUSD.net for processing. If all sections are completed, including the full social security number, the official work permit will be issued and returned to you by email per the summer schedule listed above. If you do not have access to a printer, ask your Employer to print the application for you from the link above to complete the work permit process.
- Reminder: Be sure to include your Social Security Number (we only keep it long enough to issue the permit) and include the email to send the official work permit to upon completion.

NOTE: Grades and Saturday School hours are **NOT** checked for summer permit issuance.

Questions can be emailed to gjackson@tUSD.net. Questions will be answered on Tuesdays and Fridays during the hours of 9am-1pm. You may also call and leave a voicemail at (209) 830-3370, ext. 3056.

Frequently Asked Questions from California Department of Education on Work Permits: <https://www.cde.ca.gov/ci/ct/we/wpfaq.asp>

California Department of Education - Child Labor Law Pamphlet link: <https://www.dir.ca.gov/dlse/childlaborlawpamphlet.pdf>