

TRACY UNIFIED SCHOOL DISTRICT

SUMMER 2022 WORK PERMIT INSTRUCTIONS & INFORMATION CDE FORM B1-1 (Work Permit Request) Wednesday, June 1st - Wednesday, August 3rd

PLEASE NOTE: During Summer 2022, work permits are processed by **electronic means only**. All forms are to be submitted by email. Official work permits are issued and returned by email. Read the following information completely:

- Beginning Wednesday, June 1st through Wednesday, August 3rd, summer work permits are issued on **Wednesdays between the hours of 9am-4pm, 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 Wednesday, August 3rd.
- Permits must be renewed in August of each year, regardless of the date of issuance. If you are issued a work 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 8th 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. If you graduated from high school, even if you are still age 17 at the time of graduation, you **do not** need a work permit, meaning if you received a diploma and are 17, a work permit is not required per California State Law.
- 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. CDE Form B1-1 is also attached below.

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 a picture or scan of your completed Form B1-1 and any supporting documents by email to summer2022workpermits@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. Remember, work permits are issued by email on Wednesdays only. 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)
- Be sure to include the email to send the official work permit to if it is different than the email you are using to submit your form B1-1.

NOTE: Grades and Saturday School hours are **NOT** checked for summer permit issuance. However, when you return to school in August, GPA and Saturday School hour requirements will be in place and your work permit can be revoked if the requirements are not met.

Questions can be emailed to summer2022workpermits@tUSD.net. Questions will be answered on Wednesdays during the hours of 9am-4pm.

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>

STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE

CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT–CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

REQUIRED: LIST THE EMAIL ON THE LINE BELOW WHERE TO SEND THE OFFICIAL WORK PERMIT:

(Print Information) (Write email on line above-OFFICAL WORK PERMIT SENT TO THIS EMAIL ONLY)

Minor's Information

Minor's Name (First and Last)	Home Phone	Grade
Home Address	City	Zip Code
Birth Date	Social Security Number-REQUIRED	Age
Student's Signature		

School Information

School Name	School Phone
School Address	City
	Zip Code

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.

Parent's Name (Print First and Last)	Parent's Signature	Date
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To be filled in and signed by employer

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code
Employer's Maximum Expected Work Hours: _____ hours per day _____ hours per week		
Describe nature of work to be performed: _____		

In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer's Name (Print First and Last)	Employer's Signature	Date
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For authorized work permit issuer use only-SCHOOL STAFF TO COMPLETE THE SECTION BELOW

Maximum number of work hours when school is in session:	Maximum number of work hours when school is not in session:																																
<table border="1"> <tr> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thur</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Total</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total									<table border="1"> <tr> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thur</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Total</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total								
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Proof of Minor's Age (Evidence Type) _____ Verifying Authority's Name and Title (Print) _____ Verifying Authority's Signature _____	Check Permit Type: ☐ Full-time ☐ Restricted ☐ General ☐ Work Experience Education, Vocational Education, or Personal Attendant ☐ Workability																																