



Banning High School

STUDENT WORK PERMIT REQUIREMENTS AND GUIDELINES



New Work Permit

Banning High School has discretion to impose requirements and guidelines for the issuance of a work permit. This authority is granted by the California Department of Education 9 (EC 49110). To request the issuance of a new student work permit all of the following requirements and guidelines must be met:

- a. Obtain a Statement of Intent to Employ Minor and Request for Work Permit form (Form B1-1 green) at the front desk in the Administration Building at BHS. The form may also be downloaded from the CA Department of Education website. The link is: <http://www.cde.ca.gov/ci/ct/we/workpermitsforstudents.asp>
- b. Must complete in legible handwriting the personal information at the top of the application including:
 1. Student's full legal name, correct and complete address, and accurate and current telephone number
 2. Student school identification number
 3. Social Security Number (SSN)
 4. Accurate title, address, and phone number of the place of business/employer.
 5. Prospective employer must complete and sign the information required in the employer's statement box
 6. Parent or guardian must sign and date the appropriate portion of the application.
- c. Return the completed work permit application request to the Assistant Principal's Secretary (AP).
- d. Students must maintain a 2.0 current term GPA (9 week grading period) or higher and may receive only 1 "Fail" in any core class to be eligible for a work permit. Core classes are: English-Language Arts, Mathematics, Science, and History. **IMPORTANT NOTE:** The cumulative GPA is not considered for issuance of a student work permit.
- e. Student maintains excellent attendance to all classes and to school as determined by site administration.
- f. Student maintains excellent behavior and citizenship as determined by site administration.
- g. Students with poor grades, poor attendance, excessive tardiness, habitual truancy, and poor citizenship/behavior **will not** be issued a work permit.
- h. The school's authorized work permit issuer shall verify all information on the request form. If all requirements are met, the authorized work permit issuer may issue the official work permit (Form B1-4).
- i. **BHS requires 3-5 business days to process a work permit request. Please plan in advance accordingly.**

If a student work permit is issued all of the following guidelines apply:

- a. The AP's Secretary will notify the student that the official work permit is ready for pick up.
- b. The request form B1-1 (green) will be retained by the AP's Secretary and kept on file for the remainder of the current school year.
- c. Student must sign the official work permit in blue or black ink (blue ink is preferred).
- d. Present the signed official work permit to the prospective employer.



Length of Work Permit

- o Work permits are issued by BHS after the completion of each 9 week grading period (current term).
- o Students should request a new or renewal work permit the Wednesday following the last day of the current term.
- o Summer work permits will be issued in late May (after semester two grades are posted) through the first Friday of June. Work permit availability may be limited during the month of June. BHS administration offices will be closed for three weeks in July. Please log on to the school website at <http://bhs.banning.k12.ca.us/> for closures.
- o Please plan accordingly and submit your complete work permit request in advance.

Renewal of Work Permit

In order to renew a student work permit with the current employer all of the following guidelines apply:

- a. At the end of the current grading period (9 weeks), notify the AP's Secretary of the need for a renewal of the work permit.
- b. Request form B1-1 (green) is not required in this instance.
- c. The AP's Secretary will notify the student that the official work permit is ready for pick up.
- d. Student must sign the official work permit and present the official work permit to the prospective employer.
- e. Note: Work permits with a new or second employer require the student to submit a new request form B1-1 (green) and follow all steps of a new work permit above.