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Robert G. Nelson, Ed.D.

### THE STATE OF CALIFORNIA Work Permit for Minors

**THE STATE OF CALIFORNIA REQUIRED THAT ALL MINORS  
(A PERSON UNDER THE AGE OF 18)  
HAVE A WORK PERMIT ON FILE AT HE WORKSITE BEFORE THE  
EMPLOYMENT IS LEGAL**

Exceptions: High School Diploma or equivalent

**A minor not attending school is not eligible for a California Work Permit**

### PROCEDURES FOR OBTAINING A WORK PERMIT

1. The school of attendance issues the work permit.
2. The school will issue a State of California Department of Education form B1-1 (Intent to Employ). This form must be completed in blue or black ink and required the signature of the student, the employer, and the parent/guardian.
3. The completed B1-1 form is returned to the school of attendance and reviewed for accuracy and eligibility for both Fresno Unified and the prospective employer.
4. The student is to return to his/her school of attendance to pick up the student's State of California Department of Education Work Permit, form B1-4 (Permit to Employ and Work). The B1-4 is the document students need to submit to their employer to begin employment.
5. Student must provide a social security number and proof of identification.

**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <https://www.dir.ca.gov/DLSE/dlse.html>.

Student Name \_\_\_\_\_ School ID# \_\_\_\_\_

In order to acquire a work permit in the Fresno Unified School District, the following minimum standards must be adhered to- attendance, grades, and citizenship guidelines. **Additionally, students must be enrolled in five (5) courses per quarter in order to maintain a valid Work Permit (FC 46145).**

**ATTENDANCE STANDARD:**

**Students with six (6) or more days of unexcused absences or thirty-six (36) individual period absences/tardies per quarter** will receive a probationary work permit; students may be employed and work with a probationary work permit. Subsequent violations of the attendance standard results in revocation of the student’s work permit. Parents and employers will be notified by the student’s counselor of the probation/revocation status of the student’s work permit.

**GRADING STANDARD:**

**Students must have a quarterly cumulative grade point average (GPA) of 2.0 or higher or the work permit may be placed on probation.** Students may be employed and work during a probation period. Subsequent violations of the grading standard results in revocation of the student’s work permit. Parents and employers will be notified by the student’s counselor of the probation/revocation status of the student’s work permit.

**CITIZENSHIP STANDARD:**

**Students must maintain appropriate conduct in citizenship.** Suspension, expulsion or conduct referrals will result in a probationary work permit. Students may be employed and work during a probation period. Subsequent violations of the citizenship standard results in revocation of the student’s work permit. Parents and employers will be notified by the student’s counselor of the probation/revocation status of the student’s work permit.

The Fresno Unified School District’s intent is to improve each student’s academic performance, attendance, and citizenship as they build their work habits, skills, and positive character references. Student’s must re-apply for a work permit after the revocation period providing the student has met the District’s minimum requirements to maintain the work permit.

**For more information** about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <https://www.dir.ca.gov/DLSE/dlse.html>.

**I have read and understand the above information on the Requirements to Maintain the Work Permit.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**<FOR FUSD OFFICE USE ONLY>**

GPA \_\_\_\_\_ Attendance \_\_\_\_\_ Citizenship \_\_\_\_\_  
Regular \_\_\_\_\_ Probation \_\_\_\_\_ Denied \_\_\_\_\_

Reason for Probation or Denial: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

*(Print Information)***Minor's Information**

Minor's Name <i>(First and Last)</i>	Home Phone	Grade
Home Address	City	Zip Code
Birth Date	Social Security Number	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 <i>(Print First and Last)</i>	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 <i>(Print First and Last)</i>	Employer's Signature	Date
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**For authorized work permit issuer use ONLY**

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