

WORK PERMITS

Important Note: Students may not work until the actual work permit has been issued.

WORK PERMIT

SUMMER WORK PERMITS:

June 9th -- August 17th Work Permits will be issued through the Poway Adult School. Click [HERE](#) for more information and forms.

APPROVING WORK PERMITS: Student attendance, discipline and course history records will be reviewed. The minimum requirements are (all within the current school year): minimum 2.0 GPA; less than 3 unexcused absences; no excessive excused absences; less than 3 tardies; and, no excessive disciplinary action taken. If everything is satisfactory, the work permit will be issued. If you do not meet these minimum requirements, you need to meet with an administrator. In some cases, students will need to show improvement before a work permit will be approved or will have work limitations. In addition, if you do not meet these minimum requirements after being issued a work permit, it may be revoked.

STEPS TO OBTAINING A WORK PERMIT

1. Read and sign the "[Work Permit Instructions](#)" and the "[Request for Work Permit](#)" and the (B1-1) [Statement of Intent to Employ form](#).
2. Return these two completed forms to Mrs. Goepfert in the Administration Building.
3. Students must pick up the work permit since it requires their signature. **Work Permits may take 1-2 days to process.**

ENTERTAINMENT WORK PERMITS

If you need to obtain an entertainment work permit, download [this form](#) and follow the procedures listed on the document. When obtaining school authorities signatures, please return the form to Mrs. Goepfert for processing. The local Division of Labor Standards Enforcement office is located at:

7575 Metropolitan Drive, Suite 210
San Diego, CA 92108

For more information on entertainment work permits, visit [this website](#).