

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 25, 2014

**To:** Secondary School Principals

**Subject:** WORK PERMIT SIGNERS

**Department and/or  
Persons Concerned:** Principals, Counselors, and Persons Designated to Sign  
Work Permit Applications

**Due Date:** September 9, 2014

**Reference:** Education Code, Fair Labor Standards Act and Child Labor  
Laws

**Action Requested:** Complete attached form and return to:  
Kathy Parker, Work Permit Technician  
Work Permit Office  
Revere Center, Room 3

**Brief Explanation:**

California Education Code requires employers to have a work permit for each person under the age of 18 years working at their place of business. This regulation helps ensure the safety and well-being of the working minor. School districts issue work permits to make sure that employers of minors act within compliance of child labor laws and regulations and that the education of the minors is not being impaired by employment.

Secondary principals are asked to designate a member of their staff, and an alternate, to be the primary contact to sign and issue temporary work permits for students at their school site as part of their regular assignment (i.e., site registrar and/or counseling secretary). The person(s) designated should be employed full-time and be in a position to monitor the students' academic performance and attendance. By having a signer at each site, students may obtain temporary work permits in a timely manner and not jeopardize their employment.

A training on basic child labor laws and regulations and work permit application procedures has been scheduled for new designated signers. **There will be five (5) training opportunities: 1:30 pm to 3:00 pm on September 4, 9, 11, 16 and 18, 2014.** The training sessions will be held at Revere Center, Room 3. New signers are asked to choose and indicate which training session they will be attending. The attached signature sheet has space for each new signer to indicate the training date that best suits his/her needs.

Please complete the attached form with the signature(s) of your site's designated work permit signer(s) and return it by September 9, 2014 to Kathy Parker, Work Permit Office, Revere Center, Room 3. Questions about work permits should be referred to (858) 627-7355.

NOTE: All current work permits expire on September 8, 2014. Your site may experience a number of student requests for new work permits in the coming weeks. By designating your site's signer(s) now, your site will be able to assist these working students in obtaining new permits in a timely manner.

If you have any questions regarding labor laws or work permits for minors, please call Kathy Parker, Work Permit Technician, at (858) 627-7355 for clarification.

Ralph West  
Interim Director  
Office of College, Career & Technical Education

APPROVED:



Cheryl Hibbeln  
High School Resources Officer

CH:RW  
kp

Attachment: Signature Designee(s) for Work Permits, 2014 - 2015

Distribution: Lists B, E, and F

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of College, Career & Technical Education**

**SIGNATURE DESIGNEE FOR WORK PERMITS  
2014 - 2015**

The following person(s) has/have been designated to sign work permit applications at my site:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print or type name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Training Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print or type name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Training Date

Approved by: \_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\* \* \* \*

Return by September 9, 2014 via school mail to:

**Kathy Parker  
Work Permit Technician  
Revere Center, Room 3  
Phone: 858-627-7355/Fax: 858-627-7361**