

DOWNEY HIGH WORK PERMIT INSTRUCTIONS FOR 21/22 SCHOOL YEAR

(This includes all MVA students whose home school is Downey High School)

There are 2 kinds of permits. A regular permit or a work permit given to Junior or Senior students who want to enroll in Work Experience for high school Elective/Practical Art credit. There are advantages for being in Work Experience but there are class requirements. Any questions, email at **rodriguez.ro@mcs4kids.com** or call me at (209)492-4207.

- In order to get a work permit, the student must have already been offered a job.
- All work permits must be renewed within 5 days of a school year.
- Students must be on track for graduation to be in Work Experience.

WORK EXPERIENCE WORK PERMIT	REGULAR WORK PERMIT (16-17 years old)
6 Hours Max. per day (Monday-Thursday)	4 Hours Max. per day (Monday-Thursday)
8 Hours Max. Per day (Friday-Sunday)	8 Hours Max. per day (Friday-Sunday)
40 Hours Total per week (5AM-10PM)	20 Hours Total per Week (5AM-10PM)
5AM-12:30AM if no school the next day*	5AM-12:30AM if no school the next day
* Exceptions: Work Experience students may work until 12:30AM on any day with written permission. Contact Mrs. Rodrigues for the proper form.	REGULAR WORK PERMIT (14-15 years old)
	3 Hours Max. per day (Monday-Friday) 8 Hours Max per day (Saturday-Sunday) 18 Hours Total per Week (7AM-7PM)
Work Experience students will earn up to 10 elective/practical art credits per semester. This class meets once a week.	

REGULAR PERMIT INSTRUCTIONS (WORK EXPERIENCE INSTRUCTIONS ARE BELOW)

1. Print out the work permit application form (B1-1). [Click Here](#)
2. Put your ID number in the top right hand corner.
3. Fill out the top section - *Minor's Information*. Make sure your phone number is correct in case I have to contact you and you provide your Social Security Number. A work permit cannot be created without it. This form will always be in a secure place once you send it to me.
4. Take the form to your employer. Have the employer complete, sign and date the section – *To be filled in and signed by the employer*.
5. Have a parent/legal guardian print their name, sign and date the section – *To be filled and signed by parent or legal guardian*.
6. If you have it printed and don't know how to scan it, you can use CamScanner, Genius Scan or any other scanner from your app store on your phone. Do not take a picture of it as it's often too hard to read. Make sure it is legible before you send it to me.
7. Email the **completed** form to your **OWN** personal **school** email account (#####@monet.k12.ca.us) first so I have your email address and I know who it is coming from. This will speed up processing and ensure I know who I am emailing since there is secured information on it such as your Social Security Number.
8. Forward it to *me*, rodriguez.ro@mcs4kids.com
9. A work permit will be processed, signed and emailed or to you.
10. Print, sign and date the work permit.
11. Give the work permit to your employer.

WORK EXPERIENCE INSTRUCTIONS

1. Print out the work permit application form (B1-1). [Click Here](#)
2. Print out the MCS Training agreement. [Click Here](#)
3. Put your ID number in the top right hand corner of both forms.
4. Fill out the top section of the B1-1 - *Minor's Information*. Make sure to provide your Social Security Number. A work permit cannot be created without it. This form will always be in a secure place once you send it to me.
5. Take the form to your employer on the B1-1. Have the employer complete, sign and date the section – *To be filled in and signed by the employer*.

6. Have a parent/legal guardian print their name, sign and date the section on the B1-1. *To be filled in and signed by parent or legal guardian.*
7. Have your employer sign, parent or guardian sign and you sign the Training Agreement.
8. If you have it printed and don't know how to scan it, you can use CamScanner, Genius Scan or any other scanner from your app store on your phone. You can take a picture from your phone, just make sure I can see all the information.
9. Email the **completed** forms in one email to your **OWN** personal **school** email account first so I have your email address and I know who it is coming from. This will speed up processing and ensure I know who I am emailing since there is secured information on it such as your Social Security Number.
10. Forward it to rodrigues.ro@mcs4kids.com
11. A work permit will be processed, signed and emailed to you.
12. Print, sign and date the work permit.
13. Give the work permit to your employer.

Overview of the Work Experience class

Class is held one day per week in the Career Center. Students will learn from numerous guest speakers who are prominent in the community. Students will also learn how to fill out a résumé, interview skills, appropriate dress for an interview, and many other "real life" skills!

The following paperwork is only required if requested by me:

Request for waiving on-track to graduation requirements [Page 1](#)

Request for waiving on-track to graduation requirements [Page 2](#)

Application to work Past 10PM. [Click Here](#)