

# DOWNEY HIGH WORK PERMIT INSTRUCTIONS FOR 20/21 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 *Elective/Practical Art credit*. There are advantages for being in Work Experience but there are class requirements as well. A brief description is below. Any questions, email at [ippolito.t@monet.k12.ca.us](mailto:ippolito.t@monet.k12.ca.us) or call me at 209-492-4207.

<b>WORK EXPERIENCE WORK PERMIT (Jr./Sr only)</b>	<b>REGULAR WORK PERMIT (16-17 Yr Old)</b>	<b>REGULAR WORK PERMIT (14-15 Yr Old)</b>
<b>6</b> Hours Max. per day (Monday-Thursday)	<b>4</b> Hours Max. per day (Monday-Thursday)	<b>3</b> Hours Max. per day (Monday-Friday)
<b>8</b> Hours Max. Per day (Friday-Sunday)	<b>8</b> Hours Max. per day (Friday-Sunday)	<b>8</b> Hours Max. per day (Saturday-Sunday)
<b>40</b> Hours Total per week (5AM-10PM)	<b>20</b> Hours Total per Week (5AM-10PM)	<b>18</b> Hours Total per Week (7AM-7PM)
5AM-12:30AM if no school the next day*	5AM-12:30AM if no school the next day	7AM-7PM if no school the next day
<b>*Exceptions:</b> Work Experience students may work until 12:30AM on any day with written permission. See Mr. Ippolito for the proper form.		
Work Experience students will earn up to 10 elective/Practical Arts credits per semester. This is a class conducted outside of the normal school day. We usually meet at lunch or before or after school.		

## REGULAR PERMIT INSTRUCTIONS

### (WORK EXPERIENCE PERMIT 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. Or you can take a picture from as long as it is easy 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 *myself, Mr. Tony Ippolito* at [ippolito.t@monet.k12.ca.us](mailto:ippolito.t@monet.k12.ca.us)
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 and signed by a 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. 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.
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 *myself, Mr. Ippolito* at [ippolito.t@monet.k12.ca.us](mailto:ippolito.t@monet.k12.ca.us)
11. A work permit will be processed, signed and emailed or to you.
12. Print, sign and date the work permit.
13. Give the work permit to your employer.

**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](#)