

SAN DIEGO CITY SCHOOLS

Date: August 23, 2005

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, 2005

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

Action Requested: Complete attached form and return to Kathy Parker, 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 full-time staff person to sign and issue temporary work permits for students at their school. The person designated should 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.

An inservice on basic child labor laws and regulations and work permit application procedures has been scheduled for new designated signers. There will be four (4) in-service opportunities: August 31, September 7, 8 and 12, 2005, 2:30 – 4:00 p.m. The in-service will be held at Revere Center, Room 1.

School-to-Career will not accept work permit applications signed by persons who have not been designated by the site principal as this year's signer. Students from sites who choose not to designate a signer will need to come to Revere Center to have their work permits processed and issued.

If your site is offering Work Experience Education (WEE), it is recommended that the WEE teacher be designated as one of your site's signers. This will assist the WEE teacher in collecting all required documentation for WEE enrollment.

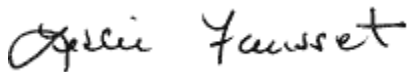
Please complete the attached form with the signature of your site's designated work permit signer(s) and return it by September 9, 2005, to Kathy Parker, Revere Center, Room 3. Questions about work permits should be referred to (858) 627-7355.

NOTE: All current work permits expire on September 13, 2005. Your site may experience a number of student requests for new work permits in the coming weeks. By designating your site's signer 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 (858) 627-7355 for clarification.

Rob Atterbury
Director
Office of Secondary School Innovation

APPROVED:



Leslie Fausset
Interim Superintendent

LF:RKA
blw

Attachment: Signature Designee(s) for Work Permits, 2005-06

Distribution: Lists B, E and F

SAN DIEGO CITY SCHOOLS
Office of Secondary School Innovation
School-to-Career

SIGNATURE DESIGNEE FOR WORK PERMITS
2005 – 2006

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

Signature

Please print or type name

Title

Signature

Please print or type name

Title

Approved by: _____
Principal's Signature

Date

School

Please return by September 9, 2005 via school mail to:

Kathy Parker
Revere Center
Room 3