

Work Permits

During high school, students may work and earn elective credits. They must have a work permit to work outside the home when school is in session. Businesses that employ students will be fined heavily if a work permit is not on file.

To obtain a work permit:

First you must request a Statement of Intent to Employ.

You can access this form online with one of these links:

For online fillable form:

<http://www.cde.ca.gov/ci/ct/we/documents/b1-1frm.doc>

For PDF:

<http://www.dir.ca.gov/dlse/dlseformb1-1.pdf>

Fill out your part, have your employer fill out their part and submit the form to the office by email, fax or mail:

office@acaec.net

Fax: 530 365-2952

PO Box 805 Anderson, CA 96007

I will then send you your work permit and file a copy in your cum file which is required for credit to be given.

Students may receive up to three hours a day of credit which equals to 15 credits per semester or three courses. On the report card under Work Experience, list the type of work, circle the number of hours in 5-hour increments, and list the grade. If students work over these hours, contact the High School Director for ideas on how to put this on the report card.