

For Fresno Unified Students Only:

If you need a work permit during Winter Break 2022-2023 please contact the College and Career Readiness office in Fresno Unified School District:

College & Career Readiness Office
4120 N First Street
Fresno, CA 93726
(559) 248-7465

The College & Career Readiness Office will process and issue work permits on the following dates:

December 19- December 22: 9:00am-3:00pm

December 27- December 30: 9:00am-3:00pm

January 3-January 6 9:00am-3:00pm

The office will be closed Dec. 23, 24, 25, 26 & Jan. 2.

Checklist to get a work permit:

- ✓ Receive a job offer from an employer ***PRIOR*** to obtaining a work permit
- ✓ Complete an Intent to Employ, State of California Department of Education form number B1-1; available online at <http://www.dir.ca.gov/dlse/dlseformB1-1.pdf> or may be picked up at the College & Career Readiness Office
- ✓ Have employer complete and sign their portion of the application
- ✓ Once student, parent/guardian and employer complete and sign their section, call 248-7465 to schedule an appointment to have your work permit processed
- ✓ At your scheduled appointment, a work permit will be issued on site and student must stay at the office building while the work permit is generated. Appointments can take up to 30 minutes
- ✓ District staff reviews student's grades and attendance to determine student's eligibility and notes grades and attendance on the B1-1
- ✓ District staff will generate official work permit (B1-4 form), print 3 copies, and sign. Student is given the work permit to sign
- ✓ After signing, two forms are given to the student -- one form is to be given to the employer and one is for the student's records. One form is retained by the District

Per California Labor Law, students cannot work during school hours.