Work Permit Procedure

Prior to issuance of a work permit students must:

1. Meet minimum academic criteria: 2.0 or better GPA, no F's, and satisfactory attendance. Information is obtained from the previous semester and/or current grading period.
2. Obtain Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age, also known as the Work Permit Application(CDE Form B1-1) document from Julian Charter School. It is linked below to these directions.
3. Student, parent and employer must completely fill out the B1-1 form.
4. Return completed B1-1 form to the appropriate JCS staff member for issuance of work permit.

Issuance of "Permit to Employ and Work" Work Permit (CDE form B1-4 - found at the bottom of this document):

Academy Students:

- Please submit the work permit application to Academy Site Secretary.
- The Academy Site Secretary will verify GPA and Attendance status and forward the work permit application to the principal of the school
- The Work Permit will be completed and mailed to the student address on file.

Home Study Students:

Please scan and email the work permit application to the academic counselor or your EF.

An email will be sent to your EF for GPA and Attendance status. Once GPA and Attendance is approved the Work Permit will be completed and mailed to the student address on file.

- Please allow up to 72 hours for processing
- Once information provided on B1-1form is verified and it is determined the job meets all CA labor laws JCS will issue the work permit to the student.

After issuance of the Work Permit:

1. Student must continue to meet minimum academic standards.
2. Work Permit may be revoked if minimum academic standards are not met.Step 1: student will receive a warning and will be given six weeks to bring up grades.Step 2: If grades have improved no further action on the part of JCS is needed. If grades have not improved the student will be issued a restricted Work Permit. The student has six weeks to improve grades. This permit restricts students to working weekends only. Employer and parent will be notified.Step 3: If grades have improved after the six week period the work permit will not be revoked. The employer and parent will be notified.

Please note that original signatures are required on all documents.

Want to know more about work permits? Check out the CDE's Work Permits for Students webpage.

Entertainment Work Permits

All requests for entertainment work permits must be submitted to the JCS high school registrar. The high school registrar is located in the JCS main office in Julian. Email: registrars@jcs-inc.org

Work Study

In order for a student to receive academic credit for working, the student must be enrolled in the Work Study class and be in the 11th or 12th grade. Students must register online before the fifth week of the semester.

A student may earn a maximum of forty credits in WEE while in high school.The student must be at least sixteen years old and be a junior or senior. Students must ask their EF to register them and receive confirmation from the academic counselor.

To access the form click on this link https://www.dir.ca.gov/dlse/dlseformB1-1.pdf