



# Work Permits in WCCUSD

## Summer Permits

(June - August when school is not in session)

1. After a student is hired, the student, employer, and parent complete the first 3 sections of the [Statement of Intent to Employ Minor and Request for Work Permit application \(form B1-1\)](#)
2. The student should email the completed B1-1 form directly to the work permit issuing authority: [collegeandcareer@wccusd.net](mailto:collegeandcareer@wccusd.net)
3. The issuing authority checks the form for completion, making sure DOB, SSN, and all other information has been provided. The issuing authority then initiates the [work permit online via Informed K12](#), then sends the form to the student's email address for the student's electronic signature. The student will electronically sign their name on the form, then send the form back to the issuing authority for final approval.
4. When the work permit is completed, both the initiator and the student will receive an email notification with a link to a PDF of the completed permit.

## Questions?

Email Alicia Azcarraga or Danny Maxwell at  
[collegeandcareer@wccusd.net](mailto:collegeandcareer@wccusd.net)

or

call (510) 307-4661 or (510) 307-4655