



Steps to Obtain a Work Permit



1. Complete the Intent Form

The **minor, parent/guardian, and employer** fill out the:

[Statement of Intent to Employ a Minor and Request for a Work Permit – Certificate of Age](#) form.



2. Teacher Review

The **supervising teacher** marks whether the permit is:

- **General Permit** (no high school credit)
 - **Work Experience Permit** (with high school credit)
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3. Submit the Form

Please email the completed form to dhagan@evergreenusd.org. With that, the **Permit to Employ and Work (work permit)** can be prepared. If you prefer, you may also drop the form off at the EIE office. Please note that if you choose to drop it off in person, you may need to come back another day to pick up the permit, as we need time to prepare it. Emailing the form saves you an extra trip.



4. Final Steps & Signature

Once the permit is ready, you'll be contacted to schedule a time for the student to come in to **sign and pick up the original work permit**.



The student must bring the **original Statement of Intent to Employ a Minor** form.



Please allow 48 hours for the permit to be prepared during school hours.
