

Work Permits

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

[spsis_-_work_permits.mp4](#)

Work permits are created in the SIS by going to any student's Special Programs/Accommodations tab

- Step 1. Go to Student Dashboard and choose Special Programs/Accommodations

Track	Start	Finish	GrdAtt	Program	Grad Reqs
A	07/01/2015	present	12	IS Independent Study at Milestone IS - HS	High School: General Education 2011/12
A	07/07/2014	06/30/2015	11	IS Independent Study at Milestone IS - HS	High School: General Education 2011/12
A	08/01/2013	06/27/2014	10	IS Independent Study at Milestone IS - HS	High School: General Education 2011/12
A	07/18/2012	08/03/2012	10	Modified Independent Study at Milestone IS - HS	High School: General Education 2011/12

- Find the Work Permits button.

Existing Permits			
Creation Date	Business Name	Expiration Date	Options
04/27/2015	ABC Automotive	06/26/2015	Edit Print Delete

Build a new Pre-filled permit here by clicking on GENERATE.

Create New Work Permit

Select Permit Format: Pre-Filed Work Permit

[Print](#) [Generate](#)

If using Foxit Reader (free [click here](#) to download) as your pdf viewer or if you've purchased the expanded version of adobe, you can type the student's social security number into the printed pdf. School Pathways does not store SSNs for FERPA reasons.

From:
<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:
https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:registration:wp_settings&rev=1478551966

Last update: **2016/11/07 20:52**