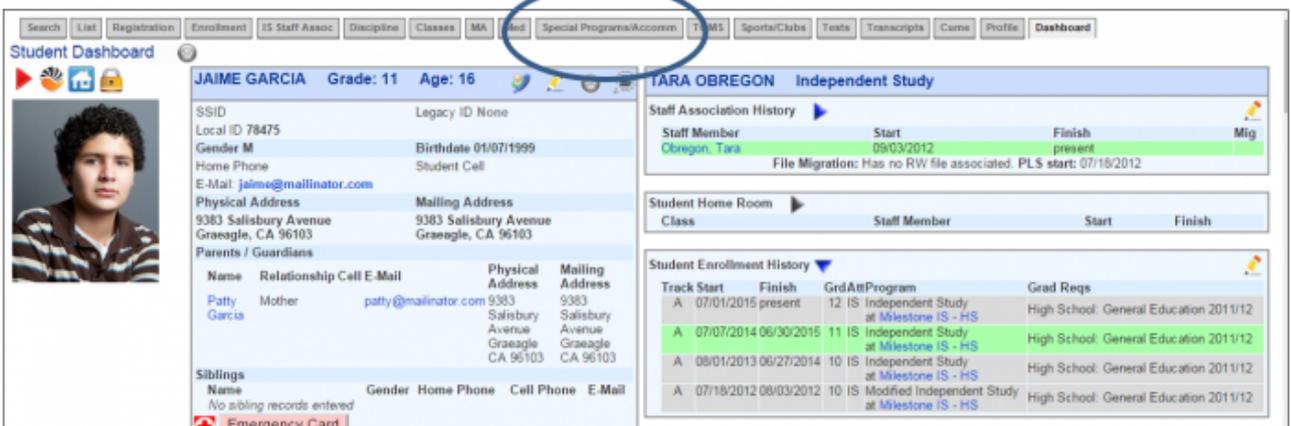# Work Permits

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.
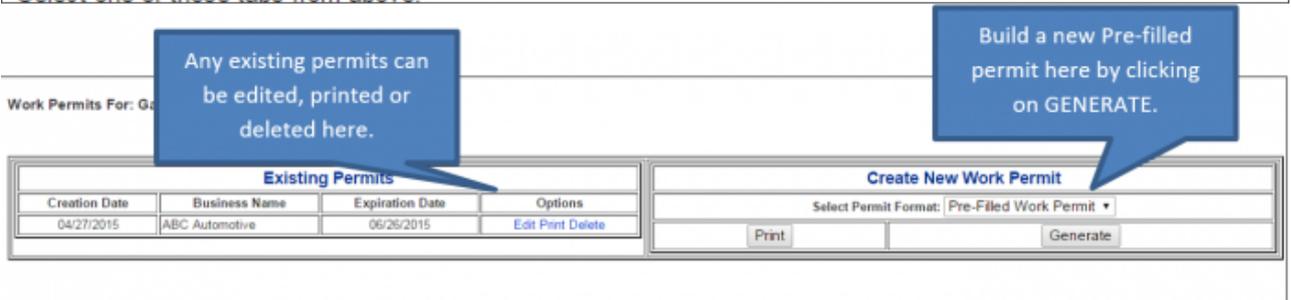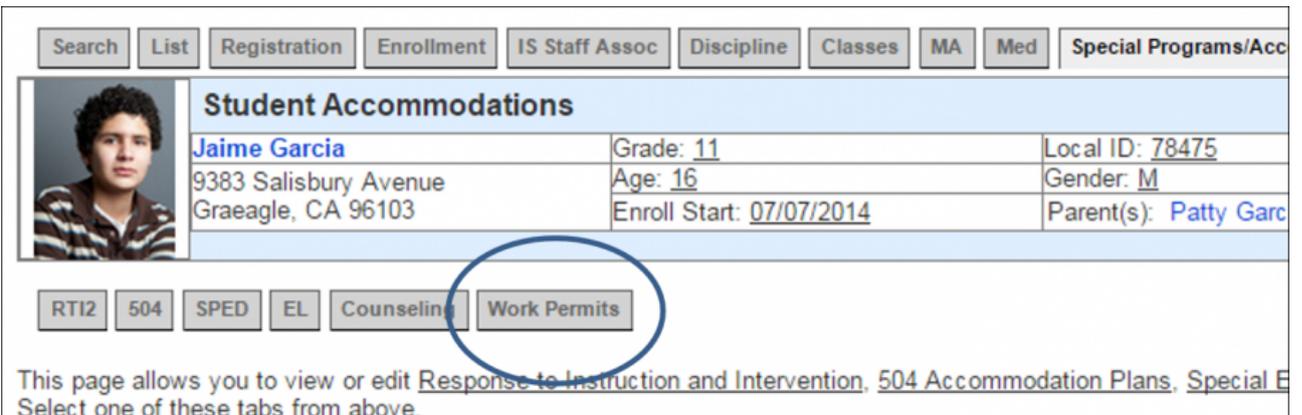
spsis_-_work_permits.mp4

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

- Find the Work Permits button.

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.

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