

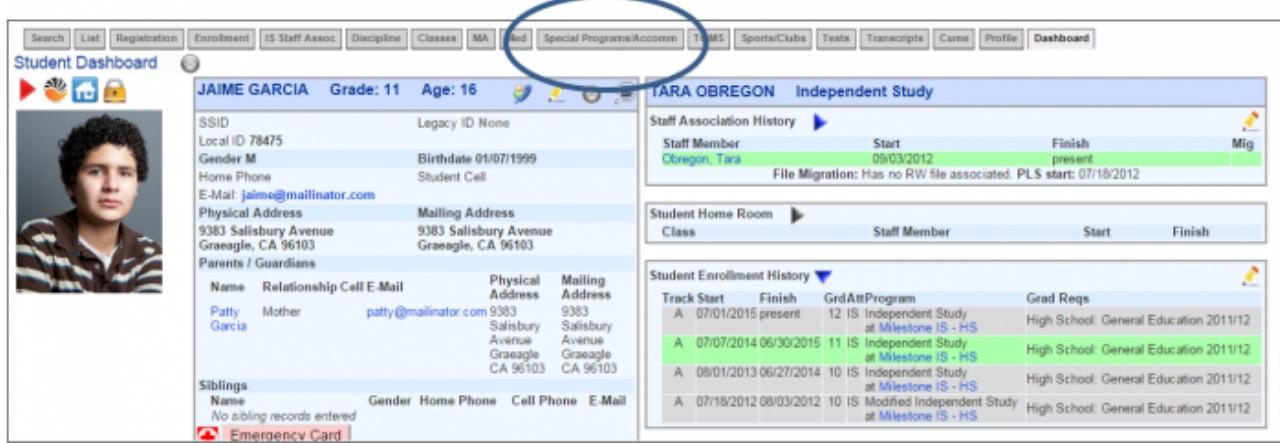
[video](#), [admin](#), [student records](#)

Work Permits

[spsis_-_work_permits.mp4](#)

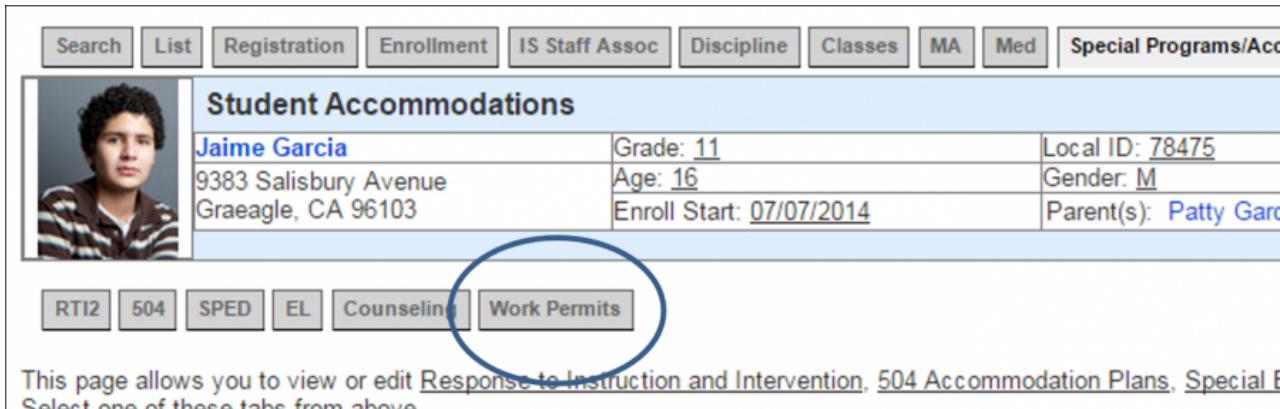
Work permits are created in the SIS by going to any student's Special Programs/Accommodations tab

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



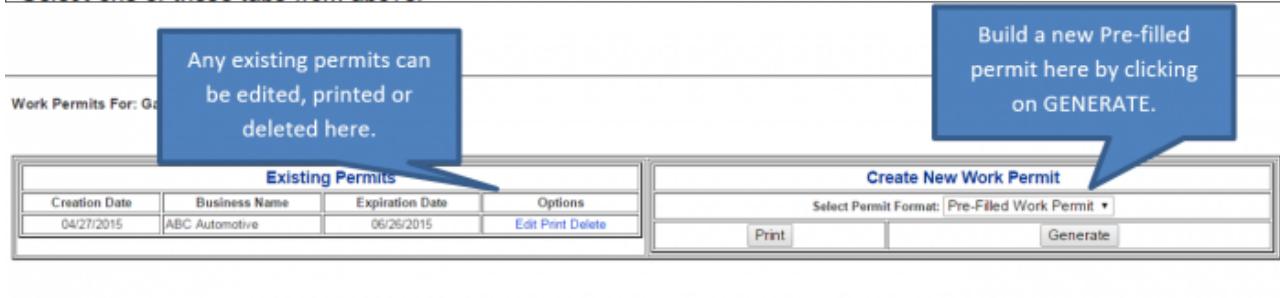
The screenshot shows the 'Student Dashboard' with the 'Special Programs/Accommodations' tab highlighted by a blue circle. The dashboard displays student information for Jaime Garcia and Tara Obregon, including their personal details, contact information, and enrollment history. The enrollment history table shows various tracks and programs they have been in, with the 'Independent Study' track highlighted in green.

- Find the Work Permits button.



The screenshot shows the 'Student Accommodations' page for Jaime Garcia. The 'Work Permits' button is highlighted with a blue circle. The page displays student information and various tabs for RTI2, 504, SPED, EL, Counseling, and Work Permits.

This page allows you to view or edit Response to Instruction and Intervention, 504 Accommodation Plans, Special Education, and Work Permits. Select one of these tabs from above.



The screenshot shows the 'Work Permits' page. On the left, a box states: 'Any existing permits can be edited, printed or deleted here.' On the right, a box states: 'Build a new Pre-filled permit here by clicking on GENERATE.' Below these are two sections: 'Existing Permits' (listing a permit for ABC Automotive) and 'Create New Work Permit' (with a dropdown for 'Select Permit Format: Pre-Filled Work Permit' and 'Print' and 'Generate' buttons).

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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