

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

Work Permits

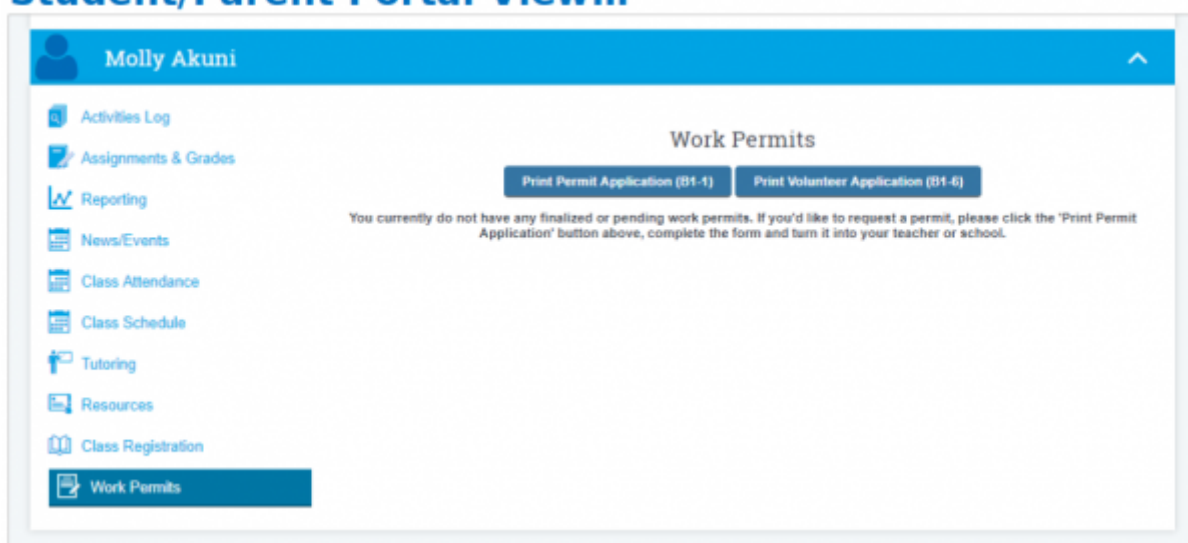
[spsis_-_work_permits.mp4](#)

Step 1: Starting the Permit Process

3 ways to access the Intent to Employ form:

- **Student or Parent:**
 - From the Portal, click on the **Work Permits** tab. Print off the **Intent to Employ** form and take it to a potential employer to complete.
- **Teacher:**
 - From the **Student Dashboard** click on either the **Work Permits icon** or the **Work Permits tab**.
 - Teachers have the ability to **Print the Intent to Employ form** for a Student.
- **Work Permits Administrator:**
 - The Work Permits Administrator (**WPA**) can gain access from either the Student/Parent Portal or the Student Dashboard
 - The **WPA** can complete/print/archive/store the Intent to Employ (B1-1) form.
 - The **WPA** can complete/print/archive/store the Final Work Permit (B1-4).
 - Only the **WPA** can Add, Archive (or manually store) finalized **Intent to Employ forms (B1-1)** and **Work Permits (B1-4) forms**. Only the **WPA** can access archived work permit forms.

Student/Parent Portal View...



Teacher Work Permits access...

Teacher Work Permits access...

Search List Registration Enrollment Support Staff IS Staff Assoc. Discipline Classes IMA Med Special Programs/Account. TDMS Sports/Clubs Tests Transcripts Cume Profile Student Dashboard **Work Permits**

Jacob Blom

Grade: 12
Age: 20
SSID: 395993832
Local ID: 78705
Legacy ID: None
District: 10174

Emergency Card

Student Portal Set Login Contact Manager
Enrollment Appointment Scheduler Medical Issues Custody Issues
Accommodations Archives Progress by LP
Learning Logs **Work Permits**

GPA Types & Class Rank

Title	Value
Cal Grant 10/11 GPA (11,10)	2.78
Total GPA (12,11,10,9)	2.97
Weighted GPA (12,11,10)	2.75
Academic GPA (11,10)	2.78
Class Rank	4 of 5

Teacher View...

Existing Work Permits

No work permits found for this student

Print Permit Application Print Volunteer Application


Work Permits Administrator (WPA) view...

Existing Work Permits

Print Permit Application Print Volunteer Application **Add Permit**

Status	Business Name	Type	Creation Date	Expiration Date	Options
(EXPIRED) Finalized (Without Signatures)	KFC	General	02/06/2017	08/25/2017	Print Upload
(EXPIRED) Finalized (Without Signatures)	Taco Bell	General	02/06/2017	02/05/2017	Print Upload

Define Revocation Reasons


(Note: hovering over the  icon will give you in-depth information about something relevant.)

Step 2: The Intent to Employ Form (B1-1)

The WP Admin clicks on **Add Permit** to finish filling in any required fields from the Intent to Employ form.

- The *Expiration date* will always default to the last day of the school year.
- The *hours that a student can work* will default to the hours permitted by the state based on the student's age.
- Clicking the **Save** button will move the status to **Application Submitted**
- Once the proper signatures have been submitted and reviewed by the WPA, click on the blue arrow next to **Application Submitted**
 - To archive the signed **Intent to Employ form**, scan the document to your computer, click on the Upload icon for the **B1-1** form. Then, Upload the Permit with Signatures and look for the green **Uploaded B1-1 Form** display to indicate a successful save.
 - Click on the **Approve this Permit** button at the bottom of the page. This changes the status to **Permit Ready**

Step 3: Generate the Permit to Employ and Work (B1-4)

- Click on the  next to **Permit Ready**
- Click on the **Finalize this Permit** button at the bottom to **Print the Work Permit**
- After signatures have been acquired, scan the signed permit to your computer, click on the Upload icon for the **B1-4 Form** and upload/archive the Permit. Look for the green **Uploaded B1-4 Form** to indicate successful archiving (Manually store the permit if you do not have archiving).
- From the Student/Parent Portal, the Student/Parent can see the status change and Print the Work Permit.

Work Permits

Print Permit Application (B1-1)

Print Volunteer Application (B1-6)

Finalized Permits			
Status	Business Name	Date Issued	Expiration Date
Finalized	Lena's Cantina	10/19/2018	12/01/2018

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