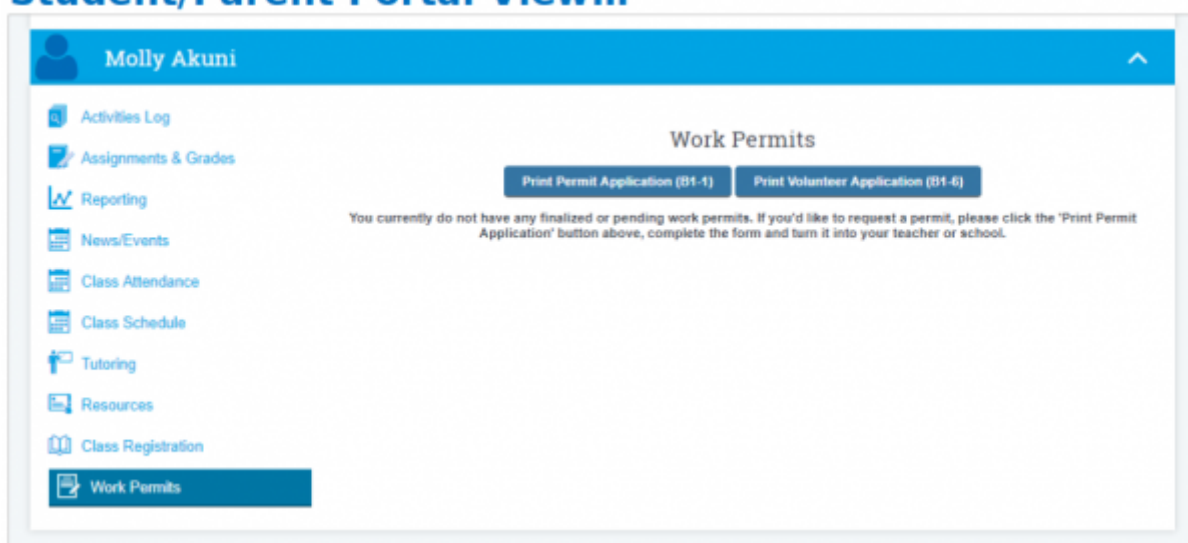video, admin, student records

Work Permits

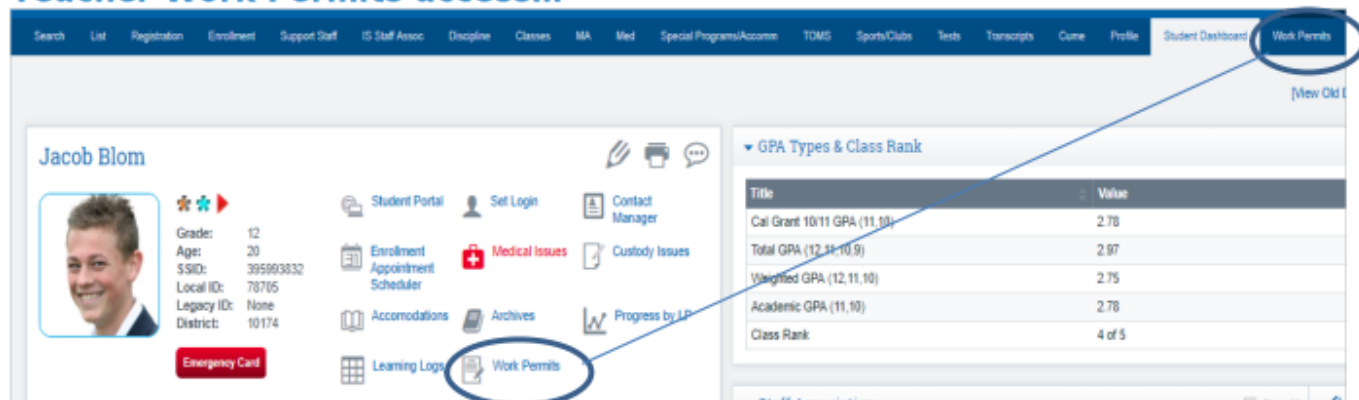spsis_-_work_permits.mp4

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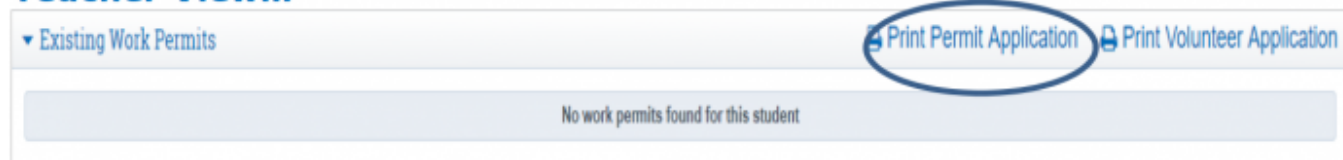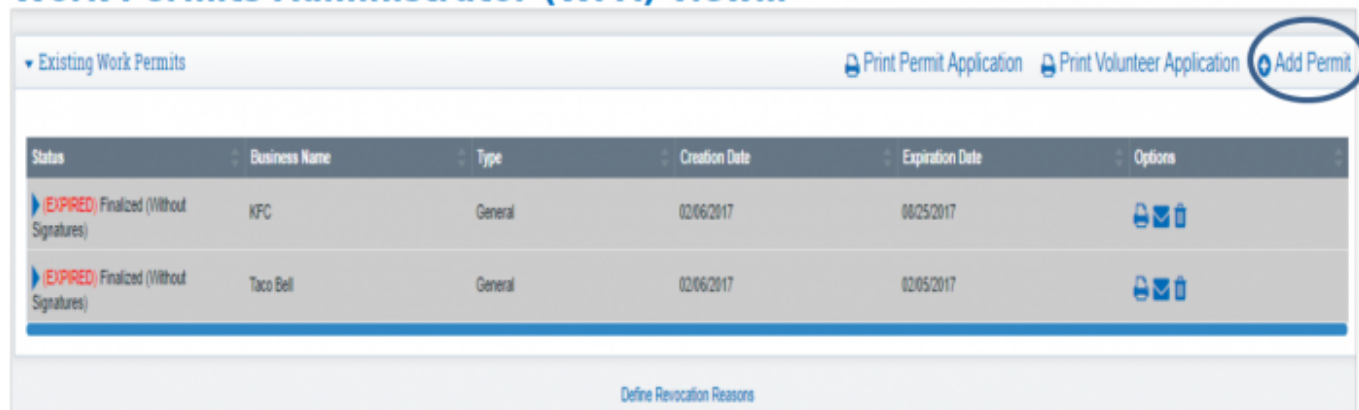
(**Note:** hovering over the ⓘ icon will give you in-depth information about something relevant.)

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.

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