

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

## Work Permits

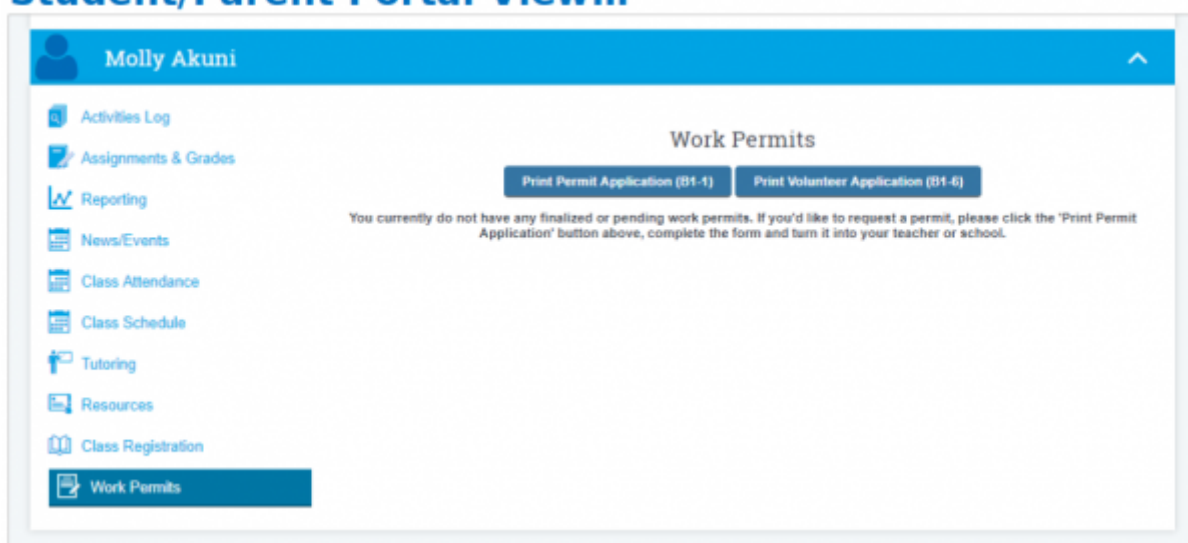
[spsis\\_-\\_work\\_permits.mp4](#)

### Step 1: Starting the Permit Process

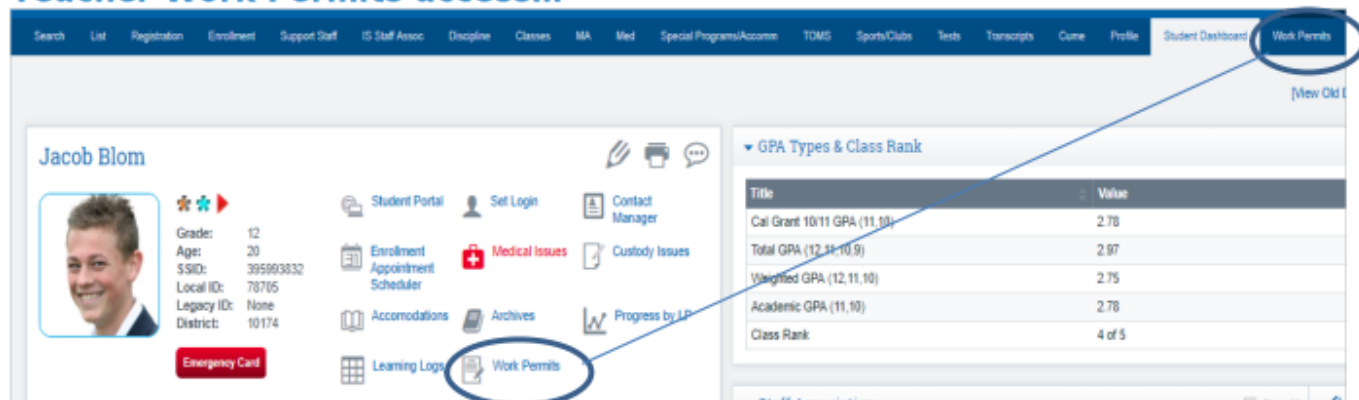
#### 3 ways to access the Intent to Employ form:

- **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...

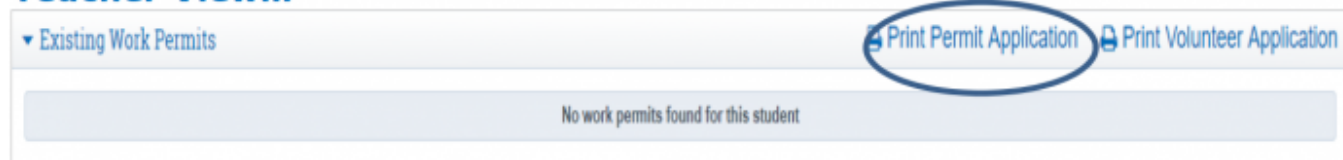


## Teacher Work Permits access...

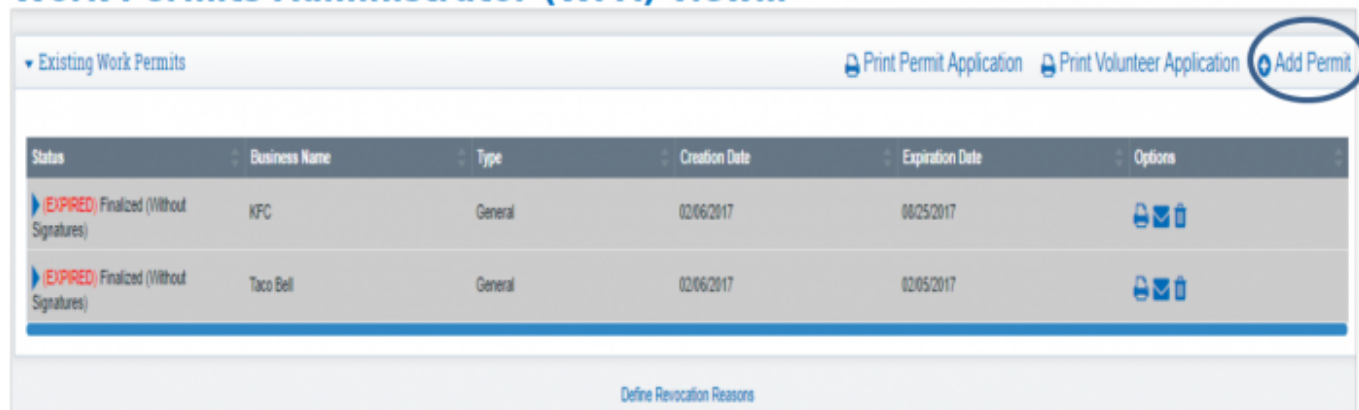


Title	Value
Cal Grant 10/11 GPA (11,10)	2.78
Total GPA (12,11,10,9)	2.97
Weighted GPA (12,11,10)	2.75
Academic GPA (11,10)	2.78
Class Rank	4 of 5


## Teacher View...



## Work Permits Administrator (WPA) view...



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


(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

From:

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

Permanent link:

[https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:registration:wp\\_settings&rev=1540408673](https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:registration:wp_settings&rev=1540408673)

Last update: 2018/10/24 19:17