school_pathways_work_permits_webinar-201810242101.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...

Molly Akuni	^
Activities Log	
📝 Assignments & Grades	Work Permits
N Reporting	Print Permit Application (81-1) Print Volunteer Application (81-6)
News/Events	You currently do not have any finalized or pending work permits. If you'd like to request a permit, please click the 'Print Permit Application' button above, complete the form and turn it into your teacher or school.
Class Attendance	
Class Schedule	
Tutoring	
Resources	
Class Registration	
Work Permits	

Teacher Wo	rk Per	mits ac	cess				
Search List Registration E	wollment Support St	aff IS Staff Assoc (Jiscipline Classes	MA Med Special Pro	ograms/Accomm TOMS	Sports/Clubs Tests Transcript	s Cume Profile Student Dashboard Work Permits
							[Mew Old
Jacob Blom				Ø 🖶 💬	▼ GPA Types	& Class Rank	
Grade: Age: SSID:	•	Student Portal	👤 Set Login	Contact Manager	Title	CR0. (31 10)	Value 2 79
	ede: 12 e: 20 D: 395993832 cal ID: 78705 gacy ID: None	Enrolment Appointment	Medical Issue	S Custody Issues	Total GPA (12.1)	10.9) 12.11.10)	2.97
Local IL Legacy		Accorrodations	Archives	A/ Progress by LP	Academic GPA ((11,10)	2.78
Energy	mey Card	Learning Logs	Work Permits	\sum	Class Rank		4 of 5
Teacher Vie	ew	_ `			Oull Louis	lations	
• Existing Work Permits						Print Permit Appli	cation B Print Volunteer Application
				No	for this student		
				No work permits found t	for this student		
Work Perm	its Ad	ministr	ator (WPA) vi	ew		
• Existing Work Permits						Print Permit Application	Print Volunteer Application
Status	🕆 Business Nam		; Туре	Creat	ion Date	Expiration Date	Options
(EXPIRED) Finalized (Without Signatures)	KFC		General	02/06	2017	08/25/2017	ê⊠û
(EXPIRED) Finalized (Without Signatures)	Taco Bell		General	02/06	2017	02/05/2017	ê⊠û
				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

- 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).

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• From the Student/Parent Portal, the Student/Parent can see the status change and Print the Work Permit.

	W	ork Permits							
	Print Permit Application (B1	I-1) Print Volunteer App	plication (B1-6)						
Finalized Permits									
Status	Business Name	Date Issued	Expiration Date						
Finalized	Lena'-s Cantina	10/19/2018	12/01/2018	Ð					

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Work Permits