

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

## Work Permits

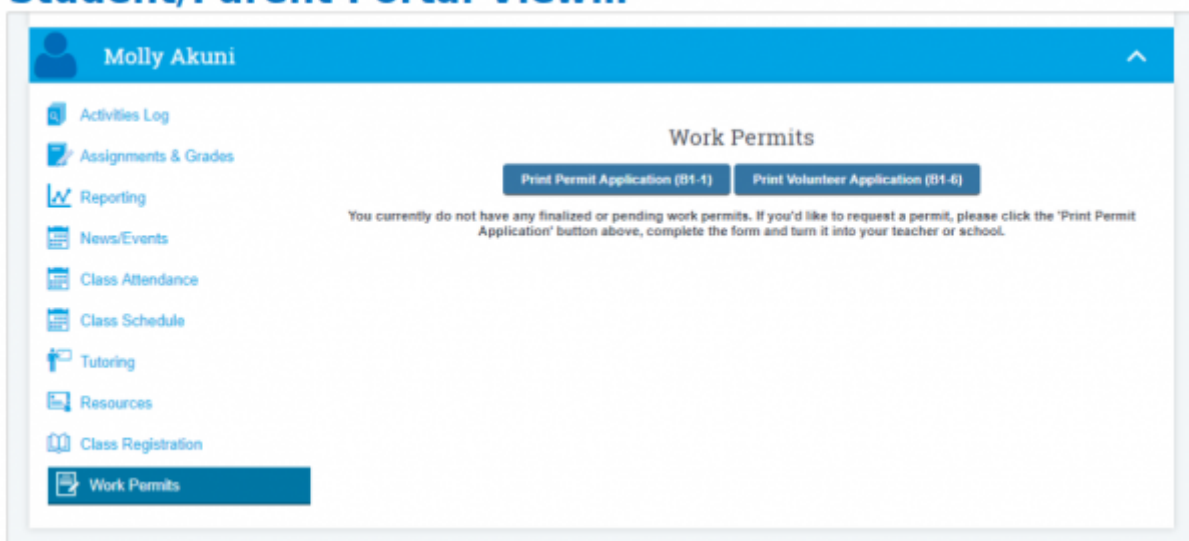
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### Step 1: Starting the Permit Process

#### 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/Accounts TDM 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

Print Permit Application Print Volunteer Application

No work permits found for this student


## 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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Last update: 2018/10/24 22:17