

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

Work Permits

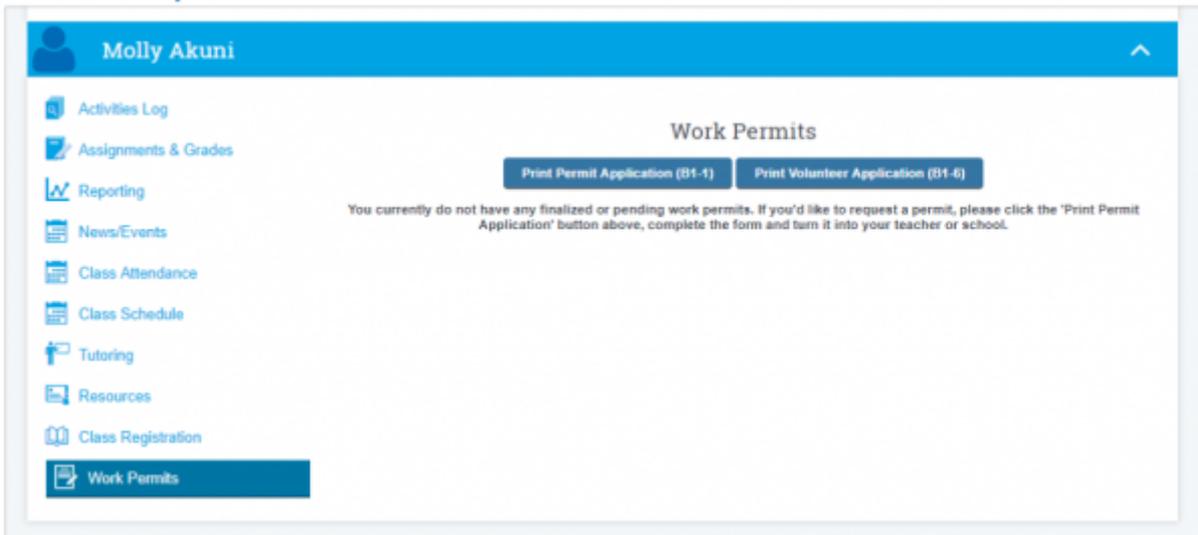
[school_pathways_work_permits_webinar-201810242101.mp4](#)

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...



The screenshot displays the 'Student/Parent Portal View...' for a user named Molly Akuni. The interface features a blue header with the user's name and a navigation sidebar on the left containing various menu items: Activities Log, Assignments & Grades, Reporting, News/Events, Class Attendance, Class Schedule, Tutoring, Resources, Class Registration, and Work Permits. The main content area is titled 'Work Permits' and contains two buttons: 'Print Permit Application (B1-1)' and 'Print Volunteer Application (B1-6)'. Below these buttons, a message states: '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.'

Teacher Work Permits access...

Title	Value
Cal Grant 10/11 GPA (11.10)	2.78
Total GPA (12.58,10.9)	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...

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

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.



The screenshot shows a web interface titled "Work Permits". At the top, there are two buttons: "Print Permit Application (B1-1)" and "Print Volunteer Application (B1-6)". Below these is a section titled "Finalized Permits" which contains a table with the following data:

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=1540419467

Last update: 2018/10/24 22:17