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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.

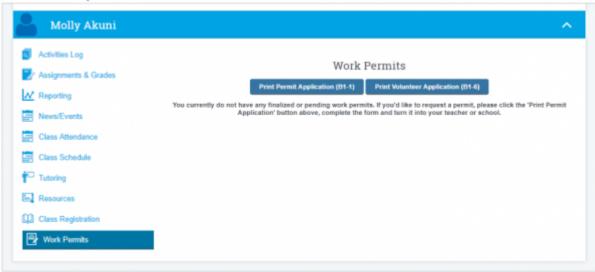
#### • Teacher:

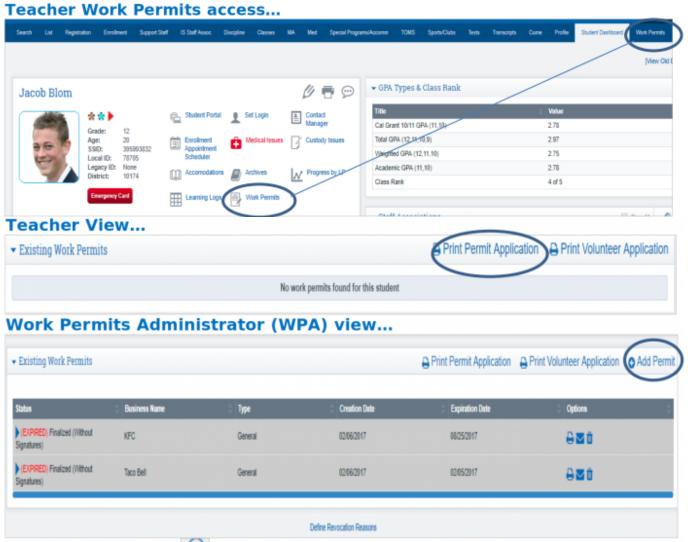
- From the **Student Dashboard** click on either the **Work Permits icon** or the **Work Permits tab**.
- Teachers have the ability to **Print the Intent to Employ form** for a Student.

#### 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...





(Note: hovering over the 1 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**

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### **Step 3: Generate the Permit to Employ and Work (B1-4)**

- Click on the react 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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