

For Fresno Unified Students only:

If you need a work permit during Spring Break,
please contact the College and Career Readiness office in
Fresno Unified School District:

College & Career Readiness Office
4120 N First Street
Fresno, CA 93726
(559) 248-7465
Hours: 8:00 am – 3:00 pm

The College & Career Readiness Office will process and issue work permits
on the following dates:
March 29, 30 & 31, 2021
and April 1 & 5, 2021

Checklist to get a work permit:

- ✓ Receive a job offer from an employer ***PRIOR*** to obtaining a work permit.
- ✓ Complete an Intent to Employ, State of California Department of Education form number B1-1; available online at <http://www.dir.ca.gov/dlse/dlseformB1-1.pdf> or email: workpermits@fresnounified.org for an electronic copy.
- ✓ Have employer complete and sign their portion of the application.
- ✓ Once student, parent and employer complete and sign their section, call 248-7465 or email: workpermits@fresnounified.org to schedule an appointment to have your work permit processed.
- ✓ Once arriving at your scheduled appointment, student calls 248-7465 once parked in the east parking lot of the College & Career Readiness office to arrange for document processing. Work permits will be issued on site and student must stay at the office building while the work permit is generated. Appointments can take up to 15 minutes.
- ✓ District staff reviews student's Quarter 3 grades and attendance to determine student's eligibility and notes grades and attendance on the B1-1.
- ✓ District staff will generate official work permit (B1-4 form), print 3 copies, and sign. Student is given the work permit to sign.
- ✓ After signing, two forms are given to the student -- one form is to be given to the employer and one is for the student's records. One form is retained by the District.
- ✓ Per California Labor Law, students cannot work during school hours.