



FUSD Work Permit Procedures

Fontana Unified School District Office – Building 1
 9680 Citrus Avenue
 Phone: 909-357-7600, ext. 29277

CHECKLIST

PICK UP WORK PERMIT APPLICATIONS:

- If you have been offered a job, you may pick up a Work Permit Application (CDE Form B1-1) at the FUSD District Office, Building 1, during business hours.
 - Complete the “Minor’s Information” on the Application
 - Have your parent/legal guardian sign it
- Take the Work Permit Application (CDE Form B1-1) to your future employer and have them complete their section. Be sure your job duties are listed. If the form is not complete, no work permit will be issued.

Keep in mind that minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers. Refer to our website for a complete list: www.fusd.net.

DROP OFF APPLICATIONS:

- You or your parent will drop off the Work Permit Application to the District Office during the hours listed below. Please allow at least 2 days for qualification and processing.

PICK UP COMPLETED WORK PERMITS:

- Student will **pick up** the Work Permit at the District Office – Building 1.

Work Permit Office Summer Schedule (May 30 – July 31):
Monday through Thursday: 9 AM to 3 PM (Lunch: 12-12:30)
Friday – CLOSED
CLOSED JULY 3 THROUGH JULY 7, 2017

Student must be present because he/she must sign the actual work permit at the District Office.

Picture ID will be required—School ID will be accepted.

Work Permit Applications (B1-1) Dropped off on:	Will be Ready for Pickup on:
Monday	Wednesday
Tuesday & Wednesday	Thursday
Thursday & Friday	Tuesday
Summer Schedule: The Work Permit Office is closed on Friday's & closed the week of 7/3-7/7	

- Take the Work Permit to your new employer and start work!

Note: This work permit, when processed, will expire in August 2017 and must be renewed within the first week of school if student will continue to work at this establishment. Grades and Attendance records will be monitored by school staff. If at any time these items do not meet the guidelines for work permits established by FUSD, work permit may be suspended and/or revoked.