

Memorandum

To: Counselors, Office Managers
CC: Principals, Assistant Principals
From: Kathy Ruble
Date: May 18, 2017
Re: Summer Work Permit Procedures (REVISED)

Home schools issue work permits through **Wednesday, May 31st** for their students (Counselor, Principal, or Assistant Principal can sign).

June 1 – June 30 – Secondary Education Department (DO – Second Floor) will issue work permits (9 am – noon). The Secondary Education office will be closed on Fridays; therefore no work permits will be issued on those days.

July 3 – July 7 – **Work permits are not available** (forms available at www.mantecausd.net under Student Resources). Permits will be issued July 10.

July 10 – July 28 – Work permits will be issued in Secondary Ed (DO- 2nd Floor) (9 am – noon). The Secondary Education office will be closed on Fridays through July 21st; therefore no work permits will be issued on those days.

July 31 – Students return to their home schools for work permits.

Please remember:

- *Work permits must be an **ORIGINAL SIGNATURE** (not stamped).
- *ID is required (school ID or driver's license).
- *If a student comes to you from another school site, please issue their permit. Don't make them go to another site.
- *Summer work permits should expire on **Friday, August 18th**.

WORK PERMITS NOT AVAILABLE ON FRIDAYS
From June 9 – July 21