

Memorandum

To: Counselors, Office Managers
CC: Principals, Assistant Principals & Vice Principals
From: Kathy Ruble
Date: May 5, 2015
Re: Summer Work Permit Procedures

Home schools issue work permits through **Friday, May 29th** for their students (Counselor, Principal, or Assistant Principal can sign). School sites and MUSD District Offices are closed on Fridays throughout the summer.

June 1 – June 25 - Manteca Adult School (located on Louise Avenue) office will issue work permits (9 am – noon).

June 26 – July 10 – Work permits are not available (forms available at www.mantecausd.net). Permits will be issued July 16.

July 13 – July 31 – Work permits will be issued at Manteca Adult School (9 am – noon).

August 3 – 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 14**

WORK PERMITS NOT AVAILABLE ON FRIDAYS
From June 1 – July 31