Dear Parents:

In order for a student to obtain a work permit and keep it valid, it is the Simi Valley Unified School District Policy that students maintain satisfactory grades and attendance.

California Education Code 49164 states in regard to work permit cancellations or revocation of work permits, “A permit to work shall be revoked by the issuing authority when satisfied that the employment of the minor is impairing the health or education of the minor, or that any provision or condition of the permit is being violated, or that the minor is performing work in violation of any provision of the law.”

It is the Simi Valley Unified School District Policy that students must:

- Maintain a 2.0 G.P.A. (Grades this semester will determine eligibility next semester).
- Maintain a 90% Attendance Rate.
- Have 6 or fewer Period Truants.

Students are expected to meet the Work Permit Policy to qualify for a work permit. Students who DO NOT meet the Work Permit Policy standards may not be issued a work permit and/or the current work permits may be revoked.

This application must be ENTIRELY completed BEFORE being submitted to us. A Work Permit will be typed ONLY when ALL information is given. Work Permits are typed 9:00 AM to 2:00 PM and may take 24 to 48 hours to process.

If you have any questions, please call the Work Experience Office during the following hours:

Mrs. Rita Longo, Work Experience Coordinator (805) 306-4875 x 2884
Mrs. Katherine Phillips, Work Experience Assistant (805) 306-4875 x 2885
Office Hours: 9AM to 2PM

Thank you,

Work Experience Office

Date: ____________________________

Parent/Guardian Signature

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Student Signature