



## **TTUSD SCHOOL SITES ISSUING SUMMER PERMITS 2010 TO STUDENTS:**

**TRUCKEE HIGH SCHOOL – CONTACT JESSICA ALB 530.582.2600 EXT. 3150**

**NORTH TAHOE HIGH/MIDDLE – CONTACT JOANNE MATHIS X 4116 OR EMILY GOSS 530.581.7000 X4113**

**SIERRA HIGH SCHOOL – CONTACT JANE LOOMIS OR ROBIN REDMOND 530.582.2640**

- WORK PERMIT APPLICATIONS/ STATEMENT OF INTENT TO EMPLOY A MINOR ARE AVAILABLE AT [WWW.TTUSD.ORG](http://WWW.TTUSD.ORG) UNDER HUMAN RESOURCES PUBLIC FORMS OR THROUGH YOUR SCHOOL
- CONTACT YOUR SCHOOL SITE FOR FURTHER INSTRUCTIONS ON OBTAINING YOUR PERMIT

## **THE DISTRICT OFFICE WILL ALSO BE ISSUING SUMMER 2010 PERMITS AS FOLLOWS: SUMMER WORK PERMITS DISTRICT OFFICE ISSUANCE: JUNE 16 – AUGUST 20**

**TRUCKEE HS, NORTH TAHOE HS/MS, SIERRA HS, COLDSTREAM ALTERNATIVE & ALDER CREEK MS STUDENTS AGES 14-17**

- WORK PERMITS ARE ISSUED BY YOUR SCHOOL OFFICE WHEN SCHOOL IS IN SESSION & BY THE ABOVE SCHOOLS IN 2010
- THE DISTRICT OFFICE DURING SCHOOL VACATIONS AND SUMMER BREAK
- SUMMER PERMITS WILL BE ISSUED JUNE 16<sup>TH</sup> – AUGUST 18<sup>TH</sup>
- PERMITS EXPIRE 5 DAYS AFTER SCHOOL RESUMES – TO CONTINUE EMPLOYMENT YOU MUST RENEW YOUR WORK PERMIT THROUGH YOUR SCHOOL OFFICE WHEN SCHOOL RESUMES AUGUST 25<sup>TH</sup>
- WORK PERMIT APPLICATIONS [STATEMENT OF INTENT TO EMPLOY A MINOR] ARE AVAILABLE AT [WWW.TTUSD.ORG](http://WWW.TTUSD.ORG) UNDER HUMAN RESOURCES PUBLIC FORMS
- DISTRICT OFFICE PERMIT ISSUANCE HOURS M-F 8:00 – 4:15 P.M.
- FOR SCHOOL SITE PERMIT ISSUANCE PLEASE CONTACT SCHOOLS AT THE ABOVE NUMBERS

### **INSTRUCTIONS:**

- I. OBTAIN APPLICATION FROM DISTRICT, SCHOOL OFFICE OR AT [WWW.TTUSD.ORG](http://WWW.TTUSD.ORG) THE APPLICATION IS ALSO LOCATED ONLINE UNDER HUMAN RESOURCES PUBLIC FORMS
- II. MINOR, EMPLOYER AND PARENT COMPLETE APPLICATION
- III. APPLICATION MUST BE COMPLETE OR PERMIT CANNOT BE ISSUED – APPLICATION MUST HAVE ORIGINAL SIGNATURES AND MAY NOT BE FAXED IN BY YOUR EMPLOYER OR PARENT – THIS IS A LEGAL AFFIDAVIT
- IV. PROVIDE COMPLETED APPLICATION, BIRTH CERTIFICATE (OR PASSPORT), ORIGINAL SOCIAL SECURITY CARD (SOCIAL NOT MANDATORY BUT PARENT MUST VERIFY #) PHOTO ID: STUDENT I.D. /DRIVER'S LICENSE
- V. PARENT & MINOR (STUDENT) MUST BE PRESENT FOR SIGNATURE TO RECEIVE WORK PERMIT

## **STUDENTS ATTENDING: FOREST CHARTER SCHOOL 14-17**

- PLEASE CONTACT FOREST CHARTER SCHOOL AND/OR YOUR EDUCATION SPECIALIST TO OBTAIN YOUR WORK PERMIT

## **HOME SCHOOL STUDENTS & STUDENTS ATTENDING SCHOOL OUTSIDE OF THE TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT PLEASE SEE INSTRUCTIONS ON PAGE 2**

PLEASE NOTE: ALTHOUGH WE STRIVE TO ACCOMODATE YOUR REQUEST IN AN EXPEDIENT MANNER, AT TIMES DUE TO THE HIGH VOLUME OF PERMITS WE MAY REQUEST YOU PROVIDE THE INFORMATION AND RETURN AT A LATER DATE/TIME TO SIGN AND OBTAIN YOUR WORK PERMIT.



## SUMMER WORK PERMITS FOR STUDENTS ATTENDING SCHOOL OUTSIDE OF THE TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT ISSUED BY THE DISTRICT ONLY

STUDENTS AGES 14-17 ATTENDING SCHOOLS OUTSIDE OF THE TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT LIVING AND WORKING IN THE TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT DURING SUMMER VACATION:

NO EXCEPTIONS – PERMITS WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION

### INSTRUCTIONS:

- OBTAIN APPLICATION FROM DISTRICT OFFICE OR ONLINE AT [WWW.TTUSD.ORG](http://WWW.TTUSD.ORG) THE APPLICATION IS LOCATED UNDER HUMAN RESOURCES PUBLIC FORMS
- MINOR, EMPLOYER AND PARENT COMPLETE APPLICATION
- APPLICATION MUST BE COMPLETE OR PERMIT CANNOT BE ISSUED
- PROVIDE COMPLETED APPLICATION, BIRTH CERTIFICATE (OR PASSPORT), ORIGINAL SOCIAL SECURITY CARD (SOCIAL NOT MANDATORY BUT PARENT MUST VERIFY #) PHOTO ID: STUDENT I.D. /DRIVER'S LICENSE
- PARENT & MINOR (STUDENT) MUST BE PRESENT FOR SIGNATURE TO RECEIVE WORK PERMIT
- DOCUMENTS WILL BE VERIFIED AND IF APPROVED, WORK PERMIT WILL BE ISSUED
- **LETTER FROM YOUR SCHOOL STATING START/END DATES FOR CURRENT SCHOOL YEAR AND THAT STUDENT IS IN GOOD STANDING WITH GRADES. THIS MUST BE OBTAINED FROM YOUR SCHOOL ON SCHOOL LETTERHEAD – LETTER MAY BE FAXED TO OUR OFFICE AT 530.582.7606**

## WORK PERMITS FOR HOME SCHOOL STUDENTS

THE FOLLOWING INFORMATION MUST BE RECEIVED BEFORE A WORK PERMIT CAN BE ISSUED TO HOME SCHOOL STUDENTS:

- LETTER STATING DATES AND TIMES SCHOOL IS "IN SESSION"
- LETTER FROM CURRICULUM PROVIDER INCLUDING PRIVATE SCHOOL AFFIDAVIT CONFIRMATION AND VERIFICATION OF STUDENT'S ENROLLMENT GRADES ARE IN "GOOD STANDING"
- HOME SCHOOL TEACHER MUST POSSESS AND PROVIDE A COPY OF HIS/HER VALID "CALIFORNIA TEACHING CREDENTIAL"

### INSTRUCTIONS:

- OBTAIN APPLICATION FROM DISTRICT OR SCHOOL OFFICE OR AT [WWW.TTUSD.ORG](http://WWW.TTUSD.ORG) THE APPLICATION IS LOCATED UNDER HUMAN RESOURCES PUBLIC FORMS
- MINOR, EMPLOYER AND PARENT COMPLETE APPLICATION
- APPLICATION MUST BE COMPLETE OR PERMIT CANNOT BE ISSUED – APPLICATION MUST HAVE ORIGINAL SIGNATURES AND MAY NOT BE FAXED IN BY YOUR EMPLOYER OR PARENT – THIS IS A LEGAL AFFIDAVIT
- PROVIDE COMPLETED APPLICATION, BIRTH CERTIFICATE (OR PASSPORT), ORIGINAL SOCIAL SECURITY CARD (SOCIAL NOT MANDATORY BUT PARENT MUST VERIFY #) PHOTO ID: STUDENT I.D. /DRIVER'S LICENSE
- PARENT & MINOR (STUDENT) MUST BE PRESENT FOR SIGNATURE TO RECEIVE WORK PERMIT
- DISTRICT OFFICE PERMIT ISSUANCE HOURS M-F 8:00 – 4:15 P.M
- DOCUMENTS WILL BE VERIFIED AND IF APPROVED, WORK PERMIT WILL BE ISSUED

PLEASE NOTE: ALTHOUGH WE STRIVE TO ACCOMODATE YOUR REQUEST IN AN EXPEDIENT MANNER, AT TIMES DUE TO THE HIGH VOLUME OF PERMITS WE MAY REQUEST YOU PROVIDE THE INFORMATION AND RETURN AT A LATER DATE/TIME TO SIGN AND OBTAIN YOUR WORK PERMIT.