

**WORK PERMIT APPLICATION PROCEDURES  
FOR OAKLAND UNIFIED SCHOOL DISTRICT**

**HIGH SCHOOL, MIDDLE, ALTERNATIVE, CHARTER, PRIVATE AND PAROCHIAL SCHOOLS**

**IMPORTANT! PLEASE READ**

**Before your Work Permit Application can be processed you must do the following:**

1. Pick up a Work Permit Application Packet from the school you currently attend or if you attend one of the listed neighbor schools get your work permit application from the neighbor school indicated:

| SCHOOL               | NAME                | LOCATION                                      | NEIGHBOR SCHOOLS            |
|----------------------|---------------------|---|-----------------------------|
| Castlemont HS        | Irma Fuentes        | Main Office<br>639-1466 ext. 471              | Sojourner Truth<br>Rudsdale |
| Fremont HS           | Cecilia Harrison    | Main Office<br>434-5257                       | Life Academy                |
| McClymonds HS        | Seira Fuentes       | Room 104<br>273-2352                          | Bunche Academy              |
| Oakland HS           | Muanglium Saechao   | Main Office<br>874-3676                       | Dewey Academy<br>Met West   |
| Oakland Technical HS | LaDale Cummings Lee | Main Office<br>450-5400 ex-151                | Oakland Tech Upper Campus   |
| Skyline HS           | Alisa Douglas       | Asst. Principal's Office<br>482-7109 ext. 106 | None                        |
| Alternative Ed       | Edy Crawford        | 597-4294                                      | Oakland International       |

2. Complete the Work Permit Application, the Verification of Grades and Attendance Form. Print all information legibly and accurately.
  - Under the section, "For Minors to Complete", complete ALL items under the minors section. The employer who will hire you must complete the employer section (all areas). **EMPLOYERS WORKERS' COMPENSATION COMPANY MUST BE PROVIDED ALONG WITH THE MAXIMUM NUMBER OF HOURS STUDENT WILL WORK EACH DAY.**
  - Parent or guardian must review and sign work permit application.
  - No fax copies will be accepted; must be original application
3. Return your completed application to.

| SCHOOL               | NAME                | LOCATION        |
|----------------------|---------------------|-----------------|
| Castlemont HS        | Irma Fuentes        | 639-1466 ex-471 |
| Fremont HS           | Cecilia Harrison    | 434-5257        |
| McClymonds HS        | Seira Fuentes       | 273-2352        |
| Oakland HS           | Muanglium Saechao   | 874-3676        |
| Oakland Technical HS | LaDale Cummings Lee | 450-5400 rx-151 |
| Skyline HS           | Alisa Douglas       | 482-7109 ex-106 |
| Alternative Ed.      | Edy Crawford        | 597-4294        |

| SCHOOL               | NEIGHOR SCHOOLS             |
|----------------------|-----------------------------|
| Castlemont HS        | Sojourner Truth<br>Rudsdale |
| Fremont HS           | Life Academy                |
| McClymonds HS        | Bunche                      |
| Oakland HS           | Dewey HS<br>Met West        |
| Oakland Technical HS | Upper Campus                |
| Alternative Ed       | International HS            |



## LINKED LEARNING OFFICE

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### 4. Summer work permits

- When OUSD Schools are out of session (holiday and breaks included) the Linked Learning Office, located at McClymonds High School, 2607 Myrtle Street, Room 104 will issue **ALL** work permits to students.
- **When school is in session** the Linked Learning Office will **only** issue work permits to students who reside in Oakland and attend
  1. A Private school
  2. A Parochial school
  3. A Charter school
  4. An OUSD middle school
  5. An OUSD alternative continuation school

### WAIVER WORK PERMITS

**Waiver work permits are work permits issued to students enrolled in a Measure Y program (YEP, Youth Radio, Youth Uprising, and Unity Council)**

The requirements for students to receive a waiver work permit:

- Currently enrolled in school in Oakland
- Do not meet the current GPA requirement of 2.0 must strive to improve GPA requirement of 2.0 or better.
- Shows poor past attendance, below 90%
- These permits may only be issued for one school year July –June, If a Waiver Work Permit is being requesting for a student, the Work Permit Application should be submitted on salmon color paper.

**Incomplete applications fax or copies will not be processed.**

### **Remember**

- You must have at least a 2.0 GPA and 90% attendance to keep your permit. Always do your best in school and at work.
- Allow at least **Five Working Days** to process from the date you drop off your work permit application.
- Students may only conduct Work Permit business after school between 3:30 and 4:30 P.M. on school days.