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:

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