

Poway Unified School District/Poway Adult School

To obtain your 2018 Summer Work Permit:

1. Download a “Request for Work Permit and Statement of Intent to Employ Minor” Form CDE B1-1 at www.powayadultschool.com or <https://www.dir.ca.gov/dlse/dlseformB1-1.pdf> The form can also be picked up at Poway Adult School, 13626 Twin Peaks Road, Poway, CA 92064.
2. The employer must complete and sign the section “To be filled in and signed by employer.”
3. Student must complete sections “Minor’s Information” and “School Information”.
4. Parent or Guardian must fill out and sign section “To be filled in and signed by parent or legal guardian”.
5. Bring your completed request form to Poway Adult School. (A signed Request for Work Permit is not a complete Work Permit.) Work permits are processed on a first come first served basis. However, depending on the volume of work permits received, a 48 hour turn around may apply. Work permit hours are listed below:

June 15 through August 21
Monday through Thursday: 9:00 am to 4:00 pm
Friday: 9:00 to 11:00 am

Incomplete forms will delay processing of your Summer Work Permit. Students must be present when the work permit is issued as an original signature is required. Parents may not sign for students.

Bring the following documentation with you:

- Proof of age (birth certificate, medical records, driver’s license or ID card listing date of birth)
- Proof of school attendance (report card or school ID card)
- Picture identification (school ID card, driver’s license, California ID card, Military ID card)

Students may not work until the Work Permit has been completed.

If you have any questions, please e-mail Terry Kershaw at tkershaw@powayusd.com or call (858) 669-4024.

For Entertainment Work Permits, please call (619) 220-5451.