



Work Permits August 27, 2010

The **Work Permit** form provides the school with work standards permitted by the state for a student according to their age. The **Work Permit** form allows the school to keep track of the students that have work permits, when they were issued, when they expire and the employer information.

The default work standards permitted for a student will display depending on their age under the **Hours**, **School in Session** and **School Not in Session** section of the form. A printed **Work Permit** can also be printed from this form.

The screenshot shows the 'Work Permit' window for 'Screaming Eagle High School' on '8/27/2010'. The student information is as follows:

Stu#	Last Name	First Name	MI	Sex	Grade	Birthdate	Area/Telephone	Age	Tag	Social Security
000001	Abbott	Allan		J	M	11	11/11/1991 (777) 555-9448	18		XXXXXXXXXX

Mailing Address: 1118 Glenview Lane, Eagle Rock, CA 99960 1234
 Residence Address: 1118 Glenview Lane #115, eagle rock, CA 99960 1234

Employer and Name	Age/Issue	Permit Type/Description	Attendance/Grades	Comments	Issued	Expires
1 Eagle Software	18	GEN General	Good Good		08/01/2010	06/01/2011
School in Session M-Th: 0 Fri: 0 Sat: 0 Sun: 0 Weekly Max: 40.00 Spread of Hours:		School Not in Session Mon-Sun: 0 Weekly Max: 0.00 Spread of Hours:		Hours that minor must be in school (required for "Regular" and "Year-Round" permits only)		
* 0	18				08/27/2010	06/21/2011
School in Session M-Th: 4 Fri: 8 Sat: 8 Sun: 8 Weekly Max: 48.00 Spread of Hours: 5:00 AM - 10:00 PM		School Not in Session Mon-Sun: 8 Weekly Max: 48.00 Spread of Hours: 5:00 AM - 12:30 AM		Hours that minor must be in school (required for "Regular" and "Year-Round" permits only)		

LOCATE: Backward Get Forward | UPDATE: Old Report? Print regulations? OTHER: Print SSN? | Add Change Delete | Print eXit Employers Rules

The **Work Permit** form is accessible through **View All Forms**. Certain information must be setup prior to using this form. The **Permit Type** field that displays on this form **must** be setup in the **Update Code Table** accessible through **Other Functions**.

The employer information can be setup through the **Employers** option on this form. The **Rules** option will display the standards setup by the state for students according to their age and will also print on a work permit when generated.

PERMIT TYPE SETUP

The **Permit Type** information is setup in the **Update Code Table** form available through **Other Functions**. Click the mouse on the **Table drop down** arrow and select the **WPT** table.

Code	Description	Amount
VND	Vendors	1.00
VSN	Vision	5.00
WEB	WEB Users	4.00
WGM	Web Global Messages	2.00
WPT	Work Permits	2.00
XRF	Cross Reference Table	2.00
YTD	Year to Date Attendance	3.00
ZFS	Forms Security	0.00

Code	Count
GEN	1

Click the mouse on the **Field** drop down arrow and select the **TY** field.

Code	Description	Count
ET	Full Time	1
MT	M-Th Hrs	1

Click the mouse on the **Add** button and the cursor will display in the **Code** field. Enter a **Code** for the permit type and press **Tab**. Enter the permit type **Description**.

Code	Description	Amount
FT	Full Time	0.00
GEN	General	5.00

Code	Count
GEN	1

To have the **Permit Type** be marked and printed on the B1-4 Work Permit enter 1.00 – 5.00 in the **Amount** column.

Code	Description	Amount
FT	Full Time	1.00
GEN	General	0.00

Code	Count
R	1

Setup ALL Permit Types. When completed click the mouse on the **Exit** button.

Code	Description	Amount
FT	Full Time	1.00
GEN	General	5.00
RES	Restricted	4.00
VOC	Vocational	2.00
WEX	Work Experience	2.00
WKA	Workability	3.00
*		0.00

Code	Count
R	1

Record: 1 of 6

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help

If the **Amount** column is utilized when the code is selected from the **Work Permit** form a check mark will automatically be printed on the B1-4 Form. The amount entered in the Amount column **MUST** match the number on the form. For example, **5. General** on the form below must have a 5.00 in the amount column for General.

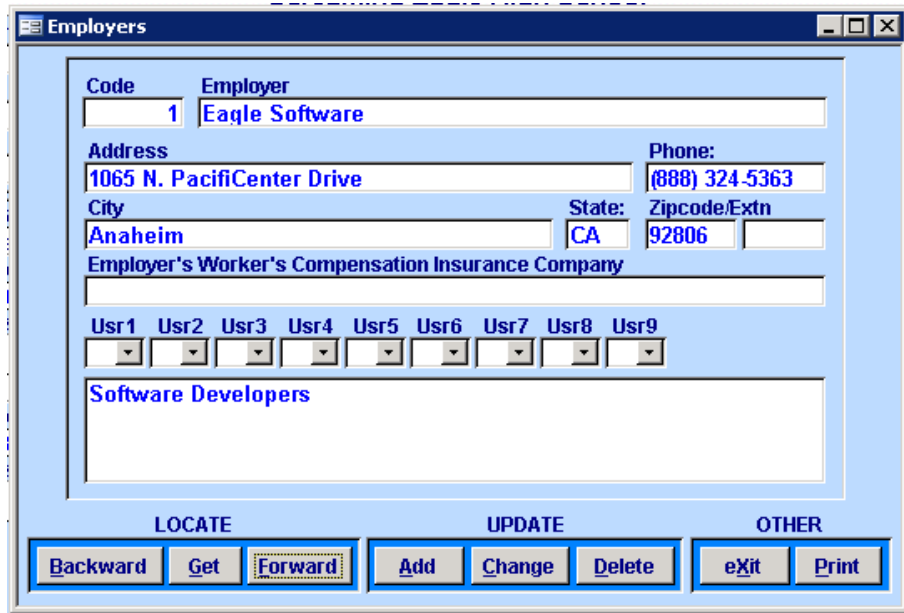
STATE OF CALIFORNIA PERMIT TO EMPLOY AND WORK CDE B 1-4 (REV. 06-10)	DEPARTMENT OF EDUCATION
A work permit shall not be issued to a minor until the "Statement of Intent to Employ Minor and Request for Work Permit" (CDE B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California <i>Education Code (EC)</i> 49110(c) <i>(Print Information)</i>	
Permit Expiration Date <i>(Non full-time work permits shall expire five days after the expiration of the next succeeding school year. Full-time exempt work permits issued to 14 & 15 year olds shall expire no later than the end of the current school year.) EC49118, 49130</i> <p style="text-align: center;">6/1/2011</p> <p style="text-align: center;">Date</p>	Check Permit Type: 1. * Full-time _____ 2. ** Work _____ Experience _____ Education, _____ Vocational _____ Education, or _____ Personal _____ Attendant _____ 3. *** Workability _____ 4. Restricted _____ 5. General <u> X </u>

The following are the values to be entered into the Amount columns for each Permit Type:

- 1.00 - Full Time**
- 2.00 - Work Experience, Vocational Ed or Personal Attendant**
- 3.00 – Workability**
- 4.00 – Restricted**
- 5.00 - General**

ADD EMPLOYER INFO

The **Work Permit** form has an option that allows the user to add **Employers** and any pertinent information. To add an employer, click the mouse on the **Employers** button on the **Work Permit** form. The following entry form will display.

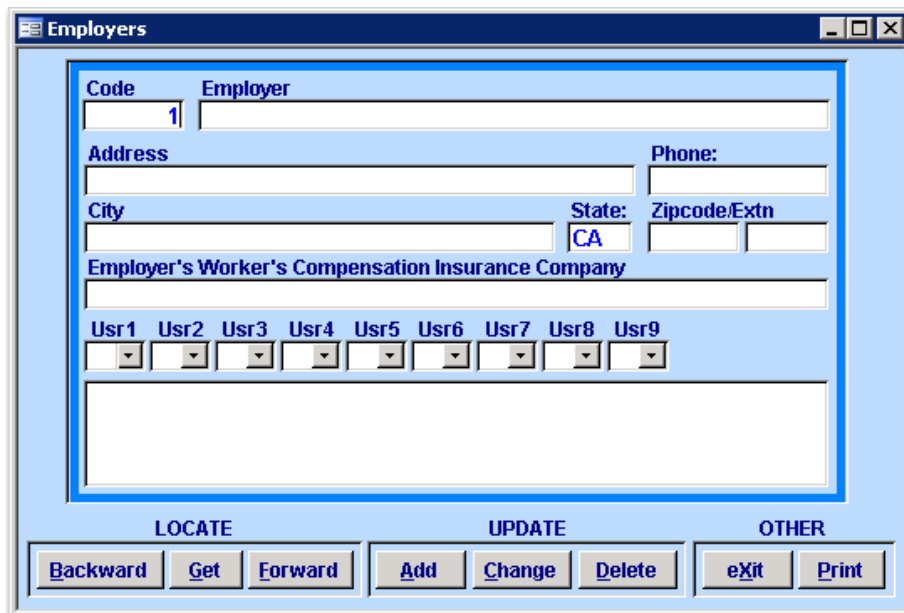


The screenshot shows the 'Employers' form with the following data entered:

Code	1	Employer	Eagle Software
Address	1065 N. PacifiCenter Drive		Phone: (888) 324-5363
City	Anaheim	State:	CA
		Zipcode/Extn	92806
Employer's Worker's Compensation Insurance Company			
Usr1	Usr2	Usr3	Usr4
Usr5	Usr6	Usr7	Usr8
Usr9	Software Developers		

Buttons at the bottom: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete), OTHER (eXit, Print).

Click the mouse on the **Add** button at the bottom of the form. The cursor will display in the **Employer** field and the employer **Code** will automatically be assigned numerically.



The screenshot shows the 'Employers' form with the cursor in the 'Employer' field. The 'Code' field now contains '1'. The 'Address' field is empty.

Code	1	Employer	
Address			Phone:
City		State:	CA
		Zipcode/Extn	
Employer's Worker's Compensation Insurance Company			
Usr1	Usr2	Usr3	Usr4
Usr5	Usr6	Usr7	Usr8
Usr9			

Buttons at the bottom: LOCATE (Backward, Get, Forward), UPDATE (Add, Change, Delete), OTHER (eXit, Print).



NOTE: Code Zero (0) CANNOT be used as an employer code.

Enter all **Employer** information and press **Enter**. The employer will now be added to the **EMP** table.



NOTE: Take note that User codes are available on this form, which can be setup from the Update Code Table form.

ACCESSING THE WORK PERMIT FORM

The **Work Permit** form will display a **Date Input** box at the beginning of each school year. Enter the default date that all work permits will expire and click the mouse on the **OK** button.

This date will be stored in the **OPT** table for **Work Permit Expiration**. This date will display in the **Expires** field on the **Work Permit** form, which will be the default expiration date for all NEW work permits added.

2010-2011 Screaming Eagle High School 8/27/2010															
Stu#	Last Name	First Name	MI	Sex	Grade	Birthdate	Area/Telephone	Age	Tag	Social Security					
000002	Abdelnour	Alice		F	9	4/13/1995	(777) 555-2865	15		*					
Mailing Address		City		State		Zipcode / Extn									
PO Box 90239		Eagle Point		CA		99998									
Residence Address		City		State		Zipcode / Extn									
550 E Claraday #9															
Employer and Name	Age/Issue	Permit Type/Description	Attendance/Grades	Comments	Issued	Expires									
0	15				08/27/2010	06/21/2011	Hours that minor must be in school								
School in Session				School Not in Session											
M-Th:	3	Fri:	3	Sat:	8	Sun:	8	Weekly Max:	18.00	Mon-Sun:	8	Weekly Max:	40.00		
Spread of Hours: 7:00 AM - 7:00 PM				Spread of Hours: 7:00 AM - 9:00 PM											
Comments:								(required for "Regular" and "Year-Round" permits only)							



NOTE: The Date Input box also displays if the date is within 5 days of the Expires date.

ADD A WORK PERMIT

To add a work permit, use the **Locate** functions to select a student. Notice the information for the **Age** of the student along with **Hours** fields under **School In Session** and **School not in Session**. As a student is selected the **Age** is calculated and the **Hours** fields change to display the States standards depending upon the age of the student.

Click the mouse on the **Add** button at the bottom of the form. The cursor will now display in the **Employer** field. Click the mouse on the **down arrow** and all available employers will display.

The screenshot shows the 'Work Permit' form for Screaming Eagle High School, dated 8/27/2010. The student's name is Alice Abdelnour, age 15. The form includes fields for mailing and residence addresses. Below this is a table of employers:

Employer and Name	Age/Issue	Permit Type/Description	Attendance/Grades	Comments	Issued	Expires
1 Eagle Software	15				08/27/2010	06/21/2011
3 Eagle Software		1065 N. Pacific Center Drive	Anaheim	Hours that minor must be in school		
3 Jack In The Box		6543 Main St	Anaheim			
2 McDonalds		1234 Main St	Anaheim	(required for "Regular" and "Year-Round" permits only)		

Click the mouse on the **Employer** selected and the **Employer Code** and **Name** will display. Press **Tab** and the cursor will display in the **Permit Type** field. Click the mouse on the **down arrow** and select a work permit type code.

This screenshot shows the same form with the permit type dropdown menu open. The selected option is 'GEN General'. Other options include 'FT Full Time', 'RES Restricted', 'VOC Vocational', 'WEX Work Experience', and 'WKA Workability'. The 'Hours' section is also visible, showing 'School in Session' with a weekly maximum of 40.00 hours and a spread of 7:00 AM - 7:00 PM.

The **Code** and **Description** will display. Press **Tab** to access the remaining fields. Enter any information that needs to be changed and when complete press **Enter**.



NOTE: Remember that the Hours section displays the state standards that a student can work while "School is in Session" and "School is Not in Session".

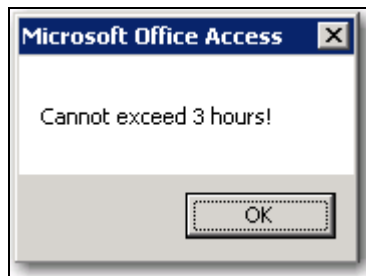
CHANGE WORK PERMIT INFO

To change work permit information, use the **Locate** functions to select a student. Click the mouse on the **Change** button at the bottom of the form. The cursor will now display in the **Employer** field.

Press **Tab** to access the field selected. Enter any information that needs to be changed and when complete press **Enter**.

2010-2011 Screaming Eagle High School 8/27/2010										
Stu#	Last Name	First Name	MI	Sex	Grade	Birthdate	Area/Telephone	Age	Tag	Social Security
000002	Abdelnour	Alice		F	9	4/13/1995	(777) 555-2865	15		
Mailing Address		City		State		Zipcode / Extn				
PO Box 90239		Eagle Point		CA		99998				
Residence Address		City		State		Zipcode / Extn				
550 E Claraday #9										
Employer and Name	Age/Issue	Permit Type/Description	Attendance/Grades			Comments	Issued	Expires		
1 Eagle Software	15						08/27/2010	06/21/2011		
School in Session			School Not in Session			Hours that minor must be in school				
M-Th: 3	Fri: 3	Sat: 8	Sun: 8	Weekly Max: 18.00	Mon-Sun: 8	Weekly Max: 40.00	6			
Spread of Hours: 7:00 AM - 7:00 PM			Spread of Hours: 7:00 AM - 9:00 PM			(required for "Regular" and "Year-Round" permits only)				
Comments:										

If a change is made to a State Standard a message will display and will not allow the change to be made. The following is an example of a message that might display.



DELETE WORK PERMIT

To delete a work permit, use the **Locate** functions to select a student. Click the mouse to the left of the work permit to be deleted. Click the mouse on the **Delete** button at the bottom of the form. A warning message will display. To continue click the mouse on the **Yes** button and the record will be deleted.

CHANGE DEFAULTS

The State Standards that display on the **Work Permit** form can be accessed and changed by clicking the mouse on the **Rules** button. Click the mouse on the **Defaults** button from the **Work Permit Letter Text Editor**.

The information displayed under the **School in Session** and **School NOT in Session** are default values setup by the state. **These values should not be changed unless State Standards have changed.**

Ages 14-15		Ages 16-17	
School in Session		School in Session	
M-Th: 3	Fri: 3 Sat: 8 Sun: 8 Weekly Max: 18.00	M-Th: 4	Fri: 8 Sat: 8 Sun: 8 Weekly Max: 48.00
Spread of Hours: 7:00 AM - 7:00 PM		Spread of Hours: 5:00 AM - 10:00 PM	
School Not in Session		School Not in Session	
Mon-Sun: 8	Weekly Max: 40.00	Mon-Sun: 8	Weekly Max: 48.00
Spread of Hours: 7:00 AM - 9:00 PM		Spread of Hours: 5:00 AM - 12:30 AM	
Hours that minor must be in school		Hours that minor must be in school	
[Empty Field]		[Empty Field]	
<small>(required for "Regular" and "Year-Round" permits only)</small>		<small>(required for "Regular" and "Year-Round" permits only)</small>	
Default Work Permit Expiration Date: 6 /21/2011			
<input type="checkbox"/> Allow Extended Hours for WEE Students			
<input type="radio"/> Reset to State-defined maximum values			
<input type="radio"/> Reset Default Rules/Footer			
		OK Cancel	

The **Hours that minor Must be in School** can be setup as a default value from this form to automatically display on the **Work Permit** form.

The expiration date can be reset from this form by entering the date in the **Default Work Permit Expiration Date** field. The expiration date will display the new date in the **Expires** field on the **Work Permit** form.

When **Allow Extended Hours for WEE Students** option is selected the following message will display. This will allow users to increase the **School in Session** hours on the **Work Permit** form to the hours displayed for each age group. When all changes are complete click the mouse on the **OK** button.

ALLOW EXTENDED HOURS (WEE)?

Allow users to increase "School in Session" hours on the Work Permit form?

- *Age 14-15: Up to 23 hours per week
- *Age 16-17: Up to 8 hours per school day
- *Age 16-17: Until 12:30 AM

Yes No

RESET DEFAULTS

If the information in the **Letter Text Editor** is deleted by accident click the mouse on the **Default** button. Click the mouse on **Reset Default Rules/Footer** radio button to copy the rules back into the text editor.

If any state standard has been changed incorrectly click the mouse on the **Reset to State Defined Max Values** and all values will be restored. You can also change the Default Work Permit Expiration Date from this form.



Default Work Permit Expiration Date: 6 /21/2011

Allow Extended Hours for WEE Students

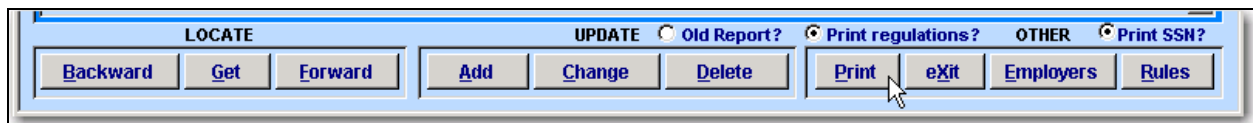
Reset to State-defined maximum values

Reset Default Rules/Footer

PRINT WORK PERMIT B 1-4

The Permit to Employ B1-4 form provided by the State of California can be generated and printed from the **Work Permit** form. The **Print SSN** option is available in the right hand corner to allow the Social Security number to print if it has been entered in the **Social Security** field.

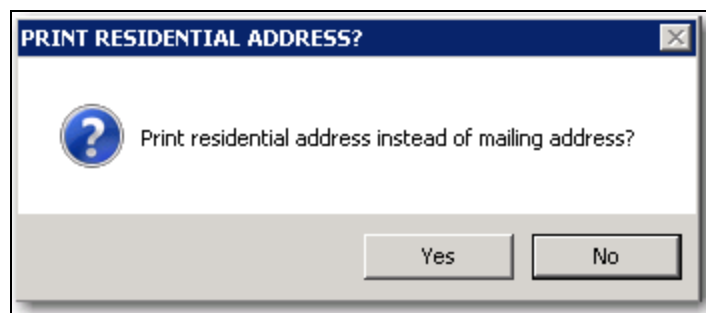
The **Print Regulations** option displayed above the **Print** button can be selected to print the State Regulations on the back or second page of the B1-4 form. To print the B 1-4 form, click the mouse on the **Print** button at the bottom of the form.



LOCATE UPDATE Old Report? Print regulations? OTHER Print SSN?

Backward Get Forward Add Change Delete Print eXit Employers Rules

If the student has a **Residence** address the following option will display to allow you to print the **Residential Address** by clicking the **Yes** button instead of printing the **Mailing Address**. If the **No** button is selected the **Mailing Address** will be printed.



PRINT RESIDENTIAL ADDRESS?

Print residential address instead of mailing address?

Yes No



PLEASE NOTE: The Work Permit B 1-4 is a CDE form. The information that is printed on the work permit cannot be modified and will only print information requested by CDE. You do not have to use the B 1-4 form and can use the OLD Aeries Report that is accessible at the bottom of the form.

The following is an example of the **Work Permit** that will be generated.

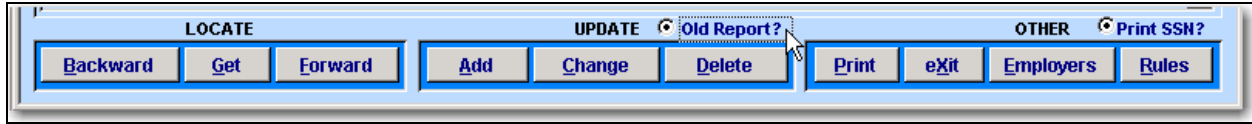
STATE OF CALIFORNIA PERMIT TO EMPLOY AND WORK CDE B 1-4 (REV. 06-10)		DEPARTMENT OF EDUCATION																																
A work permit shall not be issued to a minor until the "Statement of Intent to Employ Minor and Request for Work Permit" (CDE B1-1) form has been signed by the parent or guardian, foster parent, caregiver, or residential shelter service provider and filed with the issuing authority. California <i>Education Code (EC)</i> 49110(c)																																		
<i>(Print Information)</i>																																		
Permit Expiration Date <small>(Non full-time work permits shall expire five days after the expiration of the next succeeding school year. Full-time exempt work permits issued to 14 & 15 year olds shall expire no later than the end of the current school year.) EC49118, 49130</small> <div style="text-align: center; font-size: 1.2em; font-weight: bold;">6/21/2011</div> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center; font-size: 0.8em;">Date</p>	Check Permit Type: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. * Full-time</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%;">3. *** Workability</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>2. ** Work</td> <td style="text-align: center;">_____</td> <td>4. Restricted</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding-left: 20px;">Experience</td> <td></td> <td>5. General</td> <td style="text-align: center;">_____ X _____</td> </tr> <tr> <td style="padding-left: 20px;">Education,</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Vocational</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Education, or</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Personal</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Attendant</td> <td></td> <td></td> <td></td> </tr> </table>		1. * Full-time	_____	3. *** Workability	_____	2. ** Work	_____	4. Restricted	_____	Experience		5. General	_____ X _____	Education,				Vocational				Education, or				Personal				Attendant			
1. * Full-time	_____	3. *** Workability	_____																															
2. ** Work	_____	4. Restricted	_____																															
Experience		5. General	_____ X _____																															
Education,																																		
Vocational																																		
Education, or																																		
Personal																																		
Attendant																																		
Minor's Information																																		
Alice Abdelnour <small>Minor's Name (Print First and Last)</small>	123-45-6789 <small>Social Security Number</small>																																	
(777) 555-2865 <small>Home Phone</small>	15 <small>Age at Time of Issuance</small>	4/13/1995 <small>Birth Date</small>																																
PO Box 90239 <small>Home Address</small>	Eagle Point <small>City</small>	99998 <small>Zip Code</small>																																
School Information																																		
Screaming Eagle High School <small>School Name</small>	(999) 555-9994 <small>School Phone</small>																																	
6336 Eagle Crag Lane <small>School Address</small>	Eagle Rock <small>City</small>	95994 <small>Zip Code</small>																																
Maximum Work Hours Permitted																																		
1. Total number of work hours on a school day	_____	3																																
2. Total number of work hours on a school day preceding a non-school day	_____	3																																
3. Total number of work hours on a non-school day	_____	8																																
4. Maximum weekly hours	_____	18																																
Remarks or Work Limitations: _____																																		
This permit is valid only at the business listed below:																																		
Eagle Software <small>Business Name</small>	1065 N. Pacific Center Drive <small>Business Address</small>																																	
To be signed by minor																																		
_____	_____																																	
Minor's Signature	Date																																	
Certification																																		
<i>I hereby certify that, to the best of my knowledge, the information herein is correct and true.</i>																																		
<i>I hereby certify that I have a working knowledge of child labor laws and all laws pertaining to the issuance of work permits in California. EC 49110</i>																																		
_____	_____	_____																																
Issuing Authority's Name and Title (Print)	Issuing Authority's Signature	Date																																
* EC 49130 ** Special Education Grant *** Permit type defined by local school																																		
Copy—District or County Superintendent; Parent or Legal Guardian; Employer																																		

The following is an example of the **State Regulations** that will either print on the back of the work permit or on a second page if the **Print Regulations** option was selected.

General Summary of Minors' Work Regulations		
<p>FLSA-Federal Labor Standards Act, CDE-California Department of Education, <i>EC-California Education Code</i>, <i>LC-California Labor Code</i></p>		
<ul style="list-style-type: none"> ▪ If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA) ▪ Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (CDE-B1-1) for the school attendance for each such minor. (<i>EC 49162</i>) ▪ Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (<i>EC 49161</i>) ▪ Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (<i>EC 49164</i>) ▪ A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (<i>EC 49164</i>) 	<ul style="list-style-type: none"> ▪ A day of rest from work is required every seven days, and shall not exceed six days in seven. (<i>LC 551, 552</i>) <p>Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (<i>LC 1285-1312</i>)</p> <ol style="list-style-type: none"> 1. Explosive exposure 2. Motor vehicle driving/outside helper 3. Roofing 4. Logging and sawmilling 5. Power-driven woodworking machines 6. Radiation exposure 7. Power-driven hoists/forklifts 8. Power-driven metal forming, punching, and shearing machines 9. Power saws and shears 10. Power-driving meat slicing/processing machines 	
HOURS OF WORK		
16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7th grade to work while school is in session. (<i>EC 49112</i>)	Must have completed 7th grade to work while school is in session. (<i>EC 49112</i>)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (<i>LC 1285-1312</i>)
School In Session		
4 hours per day on any school day (<i>EC 49112; 49116; LC 1391</i>) 8 hours on any non-school day or on any day preceding a non-school day. (<i>EC 49112; LC 1391</i>) 48 hours per week (<i>LC 1391</i>) WEE students & personal attendants may work more than 4 hours on a school day, but never more than 8. (<i>EC 49116; LC 1391, 1392</i>)	3 hours per school day outside of school hours (<i>EC 49112; 49116; LC 1391</i>) 8 hours on any non-school day No more than 18 hours per week (<i>EC 49116; LC 1391</i>) WEE students may work during school hours & up to 23 hours per week. (<i>EC 49116; LC 1391</i>)	2 hours per school day and a maximum of 4 hours per week. (<i>EC 49112</i>)
School Not In Session		
8 hours per day (<i>LC 1391, 1392</i>) 48 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)
Spread of Hours		
5 a.m.-10 p.m. However, until 12:30 a.m. on any evening preceding a non-school day (<i>LC 1391</i>) WEE students, with permission, until 12:30 a.m. on any day (<i>LC 1391.1</i>) Messengers: 6 a.m.-9 p.m.	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)	7 a.m.-7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)
Copy-District or County Superintendent; Employer; Parent or Legal Guardian		

PRINT OLD WORK PERMIT

The **Old Work Permit** can still be generated and printed from the **Work Permit** form. To print the old permit, click the mouse on the **Old Report** option. Click the mouse on the **Print** button at the bottom of the form.



The following is an example of the **Old Work Permit** that will be generated.

Issued on: 8/27/2010	Work Permit		8/27/2010 11:26:45 AM						
Expires on: 6/21/2011			Permit Type: General						
School: Screaming Eagle High School	Telephone: (999)555-9994								
Address: 6336 Eagle Crag Lane	City: Eagle Rock	Zipcode: 95994							
Student#	Last name	First name	M/I	Age at Issue	Sex	Grade	Birthdate	Soc-Sec. Number	
000002	Abdelnour	Alice		15	F	9	4/13/1995	123-45-6789	
Student Address		City	State	Zipcode	Home Phone	Birth Verification:			
550 E Claraday #9					777-555-2865				
Code Only Valid Employer:		Employer's Worker's Comp. Insurance Company			Attendance check:				
1 Eagle Software									
Employer Address:		City:	State:	Zipcode	Phone:		Grade check:		
1065 N. Pacific Center Drive		Anaheim	CA	92806	888-324-5363				
Comment: Software Developers					*Rules and Regulations, See Below.				
Maximum Work Hours									
School in Session <small>(Any week in which public school is scheduled for at least one day)</small>			School Not in Session <small>(Any week in which public school is not scheduled for at least one day)</small>						
Mon - Thurs: 3 Friday*: 3 Sat: 8 Sun: 8			Monday - Sunday: 8						
<small>*And any schoolday that immediately precedes a non-schoolday, e.g., a school holiday</small>			Max. Weekly Hours: 40						
Max. Weekly Hours: 18 Spread of Hours**: 7:00 AM - 7:00 PM			Spread of Hours**: 7:00 AM - 9:00 PM						
Spread of hours that minor must be in school: 6			(required for "Regular" and "Year-Round" permits only)						
**14-15:									
When school is in session; daily maximum 3 hours, weekly maximum 18 hours, except 23 hours if student is in work experience program. Generally may not work during school hours except in work experience program. When school is not in session; daily maximum 8 hours, weekly maximum 40 hours. Student can work between 7am and 7pm except that from June 1 to Labor Day it may exceed to 9pm.									
Remarks: The guidelines stated above are those established by Screaming Eagle High School and the Eagle Unified School District using the Federal and State guidelines on the reverse side of this form. This work permit was issued after completion of work permit application									

LETTER TEXT EDITOR

The information that is printed at the bottom of the **OLD Work Permit** is setup and accessed from the **Work Permit Letter Text Editor**. To display the **Work Permit Letter Text Editor** click the mouse on the **Rules** button at the bottom right of the **Work Permit** form.

The following form will display with the working standards automatically entered into the text according to the State. These are the standards that will print on the **Old Work Permit** when generated from the **Work Permit** form.

The screenshot shows a window titled "Work Permit Letter Text Editor". At the top left, there is a text field labeled "Letter:" containing the text "Work Permit". To the right of this field is a note: "Note: The text entered below is only used for the Old Report. However, the Defaults will display on both the old and new Work Permit reports." Below the note, the window is divided into two sections. The first section is titled "Text for 14 - 15 years of age" and contains the following text: "14-15: When school is in session; daily maximum 3 hours, weekly maximum 18 hours, except 23 hours if student is in work experience program. Generally may not work during school hours except in work experience program. When school is not in session; daily maximum 8 hours, weekly maximum 40 hours. Student can work between 7am and 7pm except that from June 1 to Labor Day it may exceed to 9pm." The second section is titled "Text for 16 - 17 years of age" and contains the following text: "16-17: When school is in session; daily maximum 4 hours, weekly maximum 20 hours, except 24 hours if student is in work experience program. Generally may not work during school hours except in work experience program. When school is not in session; daily maximum 8 hours, weekly maximum 40 hours. Student can work between 5am and 10pm. May work until 12:30am on days preceding non school days". At the bottom of the window, there are three groups of buttons: "LOCATE" with "Backward", "Get", and "Forward" buttons; "UPDATE" with "Add", "Change", and "Delete" buttons; and "OTHER" with "Print", "eXit", "Footer", and "Defaults" buttons.

To print out a copy of these standards click the mouse on the **Print** button. A printout will be generated of the form displayed above with the work permit standards.

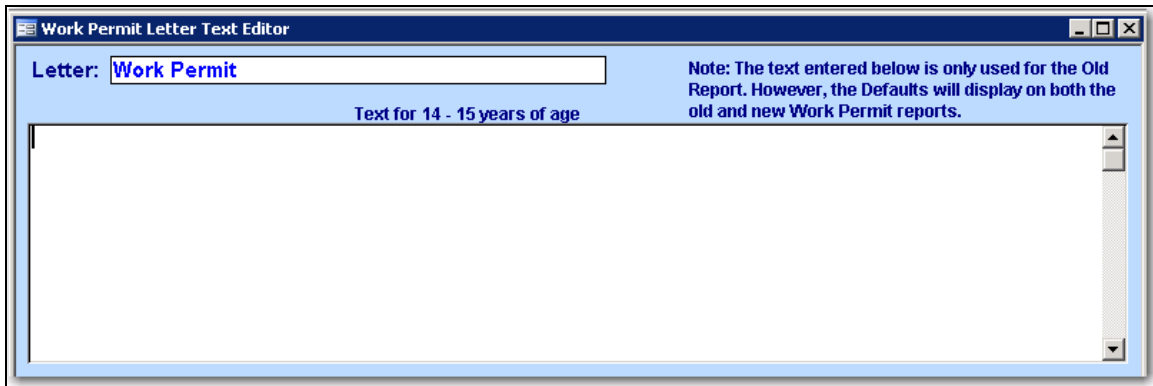


NOTE: Information on this form contains State Standards for a student according to age. This information can be changed from the Defaults form but it is suggested that it only be changed if the state standards changed.

PRE-PRINTED FORMS - STATE REQUIREMENTS

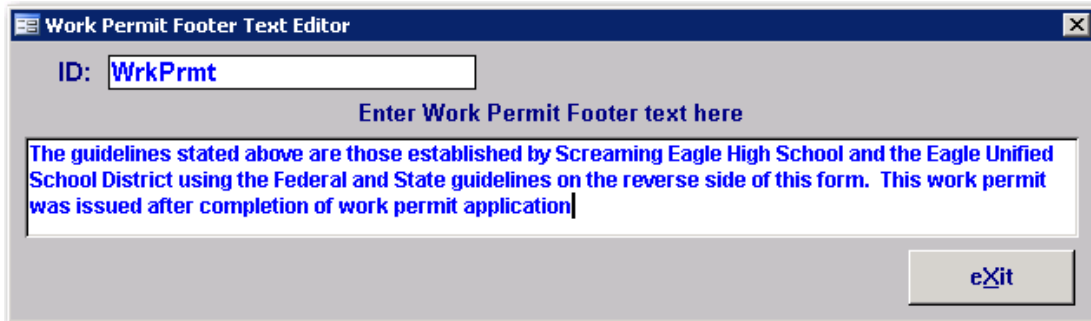
The information in the body of the letter can be deleted if a pre-printed form is used that already has the state requirements printed on the back of a work permit.

Hi-lite the details within the body of the letter and press the **Delete** key. The information will be deleted and will no longer print on the work permit. **The signature line will now print in the middle of the page instead of at the bottom.**



The screenshot shows a window titled "Work Permit Letter Text Editor". At the top left, there is a label "Letter:" followed by a text box containing "Work Permit". Below this, centered, is the text "Text for 14 - 15 years of age". On the right side, there is a note: "Note: The text entered below is only used for the Old Report. However, the Defaults will display on both the old and new Work Permit reports." The main area of the window is a large, empty text editor with a vertical scrollbar on the right side.

A footer also prints on the bottom of the **OLD Work Permit**. The footer contains the Schools Name and District that is located in the **LOC** table. To display the footer click the mouse on the **Footer** button and the footer will display. This information can be changed if necessary.



The screenshot shows a window titled "Work Permit Footer Text Editor". At the top left, there is a label "ID:" followed by a text box containing "WrkPrmt". Below this, centered, is the text "Enter Work Permit Footer text here". The main area of the window is a text box containing the following text: "The guidelines stated above are those established by Screaming Eagle High School and the Eagle Unified School District using the Federal and State guidelines on the reverse side of this form. This work permit was issued after completion of work permit application". At the bottom right, there is a button labeled "eXit".

It is suggested that a work permit be generated and that the information is verified to be correct before printing valid work permits.