

2022 Summer Work Permit and Transcript Requests

DEC Office Hours of Operation
Monday – Friday
7:30am – 4:30pm
(Closed on Monday July 4, 2022)

WORK PERMIT INFORMATION DURING SUMMER

Work permits will be processed by the District Office June 13 – July 29 on Tuesdays and Thursdays each week.

If you are requesting a work permit outside of this time frame you must work with your school to obtain your permit.

Please bring the following items in order to obtain a work permit:

1. Statement of Intent to Employ a Minor Form CDE B1-1
2. A valid photo I.D.

Please make sure that your contact information is on the work permit form so we can contact you when it is ready for pick up.

TRANSCRIPT INFORMATION DURING SUMMER

Transcript requests will be processed by the District Office June 13 – July 29 on Tuesdays and Thursdays each week.

If you are requesting a transcript outside of this time frame you must work with your school to obtain your transcript.

Please fill out a transcript request form at the reception desk. Make sure to include your contact information so we can call you when it is ready to be picked up. If you would like the transcript mailed to you please state that on the transcript request form.

Starting August 8, 2022, Work permits, and transcript requests will be processed at your high school for the 2022/2023 school year.