



Los Angeles Unified School District  
Work Experience Education (WEE) Office  
333 South Beaudry Avenue, (4<sup>th</sup> Street Entrance)  
Los Angeles, CA 90017  
Tel: 213-241-7053 • Fax: 213-241-3390  
Website: <https://achieve.lausd.net/Page/12435>

## **Issuance of Student Work Permits (DURING COVID-19 CRISIS)**

When meeting with our personnel, please make sure that you are wearing your face covering and please follow social distancing requirements. When requesting a work permit, please follow the instructions provided below. If you come to our office, there is a map provided under our LAUSD parking map link below. If you have any further questions, you may email Brandon Coleman, Work Experience Education Supervising Clerk, at [brandon.coleman@lausd.net](mailto:brandon.coleman@lausd.net) or you may call our office at 213-241-7053.

Thank you and please stay safe.

### **I. General Work Permits**

To work, the student must be at least the age of 14 (except for entertainment, agricultural and domestic work). The WEE Office is located at 333 South Beaudry Avenue, Los Angeles, CA 90017. To access our office, you do not need to go through the main entrance of the building. Our entrance is located on the 4<sup>th</sup> Street side near Boylston Street.

The following link provides parking directions to the WEE Office at LAUSD's central office (Beaudry):

<http://laschoolboard.org/sites/default/files/BeaudryHQVisitorParkingMap3-16.pdf>

When requesting the work permit, the STUDENT must bring the following:

- 1) Completed Statement of Intent to Employ Minor and Request for Work Permit (B1-1) form- make sure that the parent and the employer have signed the form- you can download the form by clicking the following link: <https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/713/B1-1%20FORM%202.14.PDF>  
NOTE: ALL SIGNATURES ON THE WORK PERMIT APPLICATION MUST BE ORIGINAL AND WET, INCLUDING THE EMPLOYER'S SIGNATURE. A WORK PERMIT REQUEST WILL BE DENIED IF ANY OF THE SIGNATURES ARE STAMPED AND/OR PHOTOCOPIED.
- 2) A current ID card (i.e. school, DMV, passport)- CHECK CASHING ID CARDS ARE **NOT** ACCEPTED!!!!
- 3) Birth date proof (i.e. birth certificate, ID with birth date on it, official school record with birth date on it)
- 4) Work Permit Authorization letter from the students home school on School Letterhead

### **II. Entertainment Work Permits**

During the COVID-19 crisis, you do not have to go to your school or our office to have the "school records" portion filled out. You can directly go to the Entertainment Work Permit office to obtain a permit. They do require that you bring the latest complete report card. Please make sure that you also take the actual entertainment work permit- the following is the link for the application: <http://www.dir.ca.gov/dlse/DLSEForm277.pdf>. If you have any further questions on entertainment work permits, please call their office at (818) 901-5484.

### **III. General Questions**

If there are any additional questions, please contact the WEE Office.