



**Los Angeles Unified School District  
Work Experience Education (WEE) Office  
333 South Beaudry Avenue, 1<sup>st</sup> Floor (4<sup>th</sup> Street Side)  
Los Angeles, CA 90017  
Tel: 213-241-7053 • Fax: 213-241-3390**

**Issuance of Work Permits**

**I. General Work Permits**

If a high school student needs to obtain a general work permit during the school year, the student needs to go to the high school he/she is currently attending. If the student is currently attending a middle school, the student needs to get a letter from their counselor stating that it is ok for he/she to obtain a work permit and then either go to their home high school or the WEE Office. To work, the student must be at least the age of 14 (except for entertainment, agricultural and domestic work). When schools are closed for spring, summer and winter breaks, the WEE Office issues the work permits. 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 WEE Office is open from 8:00 am to 4:50 pm.

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:  
<http://www.cde.ca.gov/ci/ct/we/documents/b1-1frm.doc>  
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)

**II. Entertainment Work Permits**

When schools are closed for spring, summer and winter breaks, our office can assist in completing part of the entertainment work permit application (please click the following link for the entertainment work permit application: <http://www.dir.ca.gov/dlse/DLSEForm277.pdf>). For Los Angeles Unified School District (LAUSD) students, we can obtain school records verification (we CANNOT obtain health information- you would need to seek verification from a certified doctor). If you are a non-LAUSD student (charter, private, home-school), you need to bring an official copy of your grades and attendance from the past 12 months. Lastly, all students need to bring their ID along with the parent/guardian signing the request.

To obtain the entertainment work permit at our central office, please make an appointment with our office by calling (213) 241-7053.

Once you receive verification from our office and a certified doctor, the actual entertainment work permit is processed and issued by the State of California's Division of Labor Standards Enforcement Department (the 2nd page of the application indicates the process on getting the actual entertainment work permit). For more information on entertainment work permits, please call (818) 901-5484.

**III. General Questions**

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