

Happy Holidays!



How to get a work permit during break

Students ages 14-17 years old, who reside in the Modesto City Schools District, will need to email a work permit application ([B1-1 form](#)) to Lori Murphy from December 17 - January 7.

Lori Murphy
murphy.lemonet.k12.ca.us
(209) 492-5128

Step-by-step Guide:

1. Complete the Work Permit Application ([B1-1 form](#))
 - a. Put your ID number in the top right-hand corner
 - b. Fill out the top section (Minor's Information)
 - i. Make sure you include your Social Security Number and cell phone number. Double-check they are correct.
 - c. Take the form to your **manager** and have them complete, sign, and date their section
 - d. Have a parent/guardian print their name, sign, and date their section
2. Email the completed application to Lori Murphy (contact info above) using your **SCHOOL EMAIL**.
 - a. If you have the application printed and don't have a scanner, you can download and use CamScanner, Genius Scan, or any other scanner app from the app store on your phone. **Make sure the picture or scan is legible before you send it.**
 - b. Lori Murphy will process your work permit and email you the completed work permit
3. Print, sign, and date the work permit and give it to your employer.

You can get the work permit application from the MHS College and Career Center website. Access the website through Schoology

Work permit applications sent during weekends or federal/state holidays may take longer to process.

You will need to renew this work permit with Mr. Murry when school resumes in January