

QUEST FORWARD HIGH SCHOOL SANTA ROSA

Quest Forward High School supports eligible students in their desire to obtain a work permit in accordance with California State laws, ensuring that students can gain work experience while adhering to child labor regulations and maintaining academic success.

Eligibility:

- 1. Age Requirement: Students must be between the ages of 14 and 17.
- 2. Academic Standing: Students must be in good academic standing, meeting the minimum GPA requirements as outlined by the school (typically 2.7 GPA or higher).
- 3. Attendance: Students must have acceptable school attendance. Any excessive absences or tardies may impact eligibility.
- 4. Parental/Guardian Consent: A parent or guardian must provide written consent for the student to work.
- 5. Employer Approval: The student must have a job offer from a California employer willing to comply with the state's labor laws.

Required Documentation:

To apply for a work permit, the following documents must be submitted to the school's work permit coordinator:

- 1. Work Permit Application Form: Completed and signed by the student and parent/guardian. The form can be obtained from the school office or downloaded from the school website.
- 2. Proof of Employment: A signed statement from the employer confirming the job offer, including the nature of the work, hours, and the pay rate.
- 3. Proof of Age: A copy of the student's birth certificate, passport, or other legal documents verifying age.
- 4. Current Report Card: A recent report card showing the student's academic standing.
- 5. Parent/Guardian Permission: Written consent from a parent or guardian for the student to work.

Application Process:

- Step 1: Complete the Work Permit Application Form: The student, along with a parent/guardian, will fill out the work permit application, providing all required information.

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- Step 2: Submit Documentation: Submit the completed application and all required documentation to the school's work permit coordinator or designated school official.
- Step 3: Review and Approval: The work permit coordinator will review the application and ensure that all requirements are met. The student may be contacted if additional information is needed.
- Step 4: Issuance of Work Permit: If approved, the work permit will be issued and signed by the school official. The student must keep the work permit on hand while employed.
- Step 5: Notification: A copy of the work permit will be sent to the student's parent/guardian, and the employer will be provided with a copy if necessary.

Work Hours and Restrictions:

- For Students 14-15 Years Old:
 - During the school year: Students may work up to 3 hours on school days and 8 hours on non-school days, for a maximum of 24 hours per week.
 - During school breaks: Students may work up to 8 hours per day and 40 hours per week.
 - Work must be performed between 7 a.m. and 7 p.m. during the school year and between 7 a.m. and 9 p.m. during the summer.

For Students 16-17 Years Old:

- During the school year: Students may work up to 4 hours on school days and 8 hours on non-school days, for a maximum of 24 hours per week.
- During school breaks: Students may work up to 8 hours per day and 48 hours per week.
- Work must be performed between 5 a.m. and 10 p.m. during the school year and until 12:30 a.m. on Fridays and Saturdays during the summer.

Permit Renewal:

- Work permits are typically valid for a period of up to one year or until the student turns 18, whichever comes first.
- Students who wish to continue working after the permit expires must apply for a permit renewal by submitting updated documentation and completing a new application.

Violation of Work Permit Regulations:

- If a student is found to be working outside of the permitted hours or violating any other terms of their work permit, the permit may be revoked, and the student may be prohibited from obtaining a new work permit.
- Students who fail to maintain good academic standing or satisfactory attendance may also have their work permit revoked.
- Employment impairs the health or education of minors.

For more information or assistance with obtaining a work permit, please contact:

Ms. Alma Perez

aperez@qfhs.org

707-387-1663

This policy is subject to change in accordance with California state laws and school guidelines.

[Work Permit Application](#)