



San Diego Unified School District

SUMMER WORK PERMITS

Working minors who have not graduated from high school need work permits for their new jobs, even through the summer months. A work permit is needed for every job. San Diego Unified School District issues work permits for minors residing within the district boundaries or enrolled in district schools. During non-school periods (summer and spring break), minors must have their work permits issued by the Work Permit Office (instead of their school) at 6735 Gifford Way, Room 3, in Linda Vista. (858) 627-7355

Work permit applications are available at all Middle and Senior High Summer School Sites and are available in the Summer School office during Summer School hours. The applications are also available at the Work Permit Office, located at 6735 Gifford Way, Room 3, SD 92111, and at the South Metro Career Center, 4389 Imperial Avenue, SD 92113.

Minors must have their employer complete the employer portion of the work permit application, obtain their parent or guardian's signature and take the completed application with proof of their age to the Work Permit Office between 8:30am and 4:00pm, M - Th, and 9:30am – 4:00pm on Fridays. Upon review of the information for compliance with child labor laws and verification of the minor's age, the work permit will be issued and the minor should take the work permit to his/her employer.

Minors may also take the completed application to the South Metro Career Center to have the work permit issued, but must phone ahead (619-266-4227) to make sure that there will be someone available to assist them.

Work permits expire one week after school starts and minors who are still working must renew their work permit through their school.