

WORK PERMIT ISSUANCE SCHEDULE

EMAIL FOR APPOINTMENT

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Walk-ins are accepted though APPOINTMENTS HAVE PRIORITY

Minor Student MUST BE PRESENT

**** YOU WILL NEED PROOF OF AGE ****

Birth Certificate, Driver's License or CA ID for minors not currently enrolled in the AVUHSD

Incomplete Information will DELAY the Process of Issuance

SUMMER 2022

YOU MAY GO TO any school OR Email for an Appointment between 8:30am-12:30pm

WEEK OF:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 30 - June 3	 CLOSED	School of Attendance	School of Attendance	School of Attendance	EHS PHS LHS LnHS
June 6 - 10	EHS	QHHS	EHS QHHS		
June 13 - 17	QHHS EHS	QHHS			
June 20 - 24	LnHS				
June 27 - July 1	HHS		LHS		HHS
July 4 - 8	 CLOSED	HHS PHS	LHS PHS	HHS PHS	HHS PHS
July 11 - 15	HHS PHS	HHS PHS	LHS PHS	LHS PHS	LHS PHS
July 18 - 22	PHS	PHS	PHS	PHS	PHS
July 25 - 29	PHS	PHS QHHS	QHHS	QHHS	
Aug 1 - 5	QHHS	QHHS			QHHS PHS

School-Work Permit Pick-Up

CONTACT

EMAIL for APPOINTMENT

EHS	Eastside High School	J. COLEMAN	jcoleman@avhsd.org
PHS	Palmdale High School	C. CALVERT	ccalvert@avhsd.org
QHHS/LnHS	Quartz Hill/Lancaster HS	P. BEANE	pbeane@avhsd.org
HHS/LHS	Highland/Littlerock HS	R. WHETZEL	rwhetzel@avhsd.org

PROCESS

1. **COMPLETE "ALL" REQUIRED** information on the Work Permit APPLICATION:

- (a) Minor's Information - **REQUIRED** / Student applicant **MUST** be present to sign for work permit
- (b) Parent / Guardian Signature & Date - **REQUIRED** / Parent **NOT** required to be present
- (c) Employer - Complete with Signature - ALL information- **REQUIRED** (no copied or stamped signatures)

2. **Email** Work Experience Coordinator for an APPOINTMENT - (Same Day appointments are **NOT AVAILABLE**)

- a) USE **School issued email** to make an appointment
- b) Indicate which school you attend and your school ID number
- c) ****Complete Step 1 above, before emailing for an appointment**

3. Bring **PROOF OF AGE** - Birth Certificate, Driver's License or CA ID. (If not currently enrolled in the AVUHSD)

4. **Fall Renewal** - between August 8- August 12, 2022 with your school work experience coordinator

