

Work Permit during winter break 2018

Please direct any student who needs a work permit during winter break to the Work Experience Education Office located at the LAUSD Beaudry Central Office (333 South Beaudry Avenue, Los Angeles, CA 90017)- this includes all home-school, private and charter school students. We are located directly on the 4th Street side of the Beaudry building (the former Civic Permits office)- there is no need to go through the 1st floor lobby anymore. We will process student work permits for any closed school within LAUSD boundaries from December 17, 2018 to December 21, 2018 and then from January 2, 2019 to January 4, 2019. Our hours are 8:00 am to 4:50 pm.

Please remind students that the work permits will be temporary and will expire Monday, **January 14, 2019**; your school can issue a permanent one once they come back from winter break. In addition, please let your students know that they need to bring:

- 1) **A completed work permit application (B1-1)**
- 2) **A current school ID with birth date on it (if the ID does not have a birth date, then they need to also bring proof of their birth date)**

The following link has more information including work permit applications and a link to a map on how to access parking when coming to our office:

<https://achieve.lausd.net/Page/12435>

For more information, please contact the Work Experience Education Office at (213) 241-7053 or at workexp@lausd.net.

I wish all of you a great holiday season. Thank you for all of your hard work.

Sincerely,

José Artiles

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