



EAST PALO ALTO ACADEMY

Work Permit

Academic Approval Form

Directions: Students are to fill out name, ID number & date and submit form to Ms. Ortez-Galan via the front desk. The form is then submitted to Vice Principal for final approval and given to School Secretary for processing. If the student meets the criteria, they will be notified by email.

Work permits are only processed on Tuesdays & Thursday with a pick up time from 3:40 to 4:00 P.M.

Please note: All communication will be made via email. Incomplete work permits will result in delay.

Student Name: _____ Date: _____

Student ID Number: _____ Grade: _____

Guidance Counselor's Office:

GPA: _____

Number of tardies this quarter: _____

Attendance (must be 90% or greater)

Recommendation based on student data:

Counselor recommends work permit

Counselor does not recommend work permit

Additional Comments:

Counselor

Signature: _____ Date: _____

VP Office:

Number of Referrals this quarter: _____ VP Approval: _____

Yes or No

Reason of ineligibility: Grades Attendance Referrals Other: _____

Signature: _____ Date: _____ Provisional: _____ Revisit Date: _____

Office use ONLY: Date Received: _____ Date Emailed Student: _____