



EAST PALO ALTO ACADEMY

Work Permit Academic Approval Form

Directions: Students are to fill out name, ID number & date and submit form to the grade level counselor 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:

- Student Name: _____ Date: _____ Grade: ____ Renewal: Yes No
- Student ID Number: _____ *Have you received a job offer or have a current job? Yes No*

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 No **Check-in required**

If check-in required: start of probationary date: _____ end date: _____

Scheduled meeting for check-in date: _____

Reason of ineligibility: Grades Attendance Referrals Other: _____

VP's Signature: _____ Date: _____

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