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Work Permits During Winter Break

We have implemented a new electronic work permit process to ensure your information is secure.

Once you have been hired follow the steps below:

1. Email to workpermits@mcoe.org to request your **work permit application**. We will need the following information with your request.
 - a. Supervisors email address
 - b. Parent/guardian email address
2. You will receive by email your fillable work permit application from Educational Services
 - a. Click on the review document link
 - b. Fill out the form with your information
 - c. Attach your proof of age; aeries student profile, birth certificate, passport, driver's license, etc.
 - d. Once all your information is filled out click on finish
3. Your form will be automatically forwarded to your employer
 - a. Inform your employer that they will be receiving your work permit application electronically to fill out and sign.
4. Your parent/guardian will also receive your work permit application electronically to review, sign and submit.
5. Once we have received the completed **work permit application** we will issue your work permit and will send your work permit through the Educational Services email for your final signature.

If you have any questions, please email us at Workpermits@mcoe.org, someone will respond to your email in a timely manner.

Congratulations on your job!

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Equal Employment Opportunity