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## Work Permits During School Closure

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](mailto: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](mailto:Workpermits@mcoe.org), someone will respond to your email in a timely manner.

Congratulations on your job!