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## Tutorial: Canceling and Revoking Work Permits

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### Definitions

**Canceled:** A permit status criterion indicating that the student's employment has been terminated. A permit should be canceled when you become aware that the employment has been terminated. Simply canceling a permit, however, provides no assurance that the employment has, in fact, been terminated. A cancellation notice may be issued to confirm termination of employment. Canceling a permit is differentiated from revoking a permit, in that the school is not requiring an involuntary termination of employment.

**Revoked:** A permit status criterion indicating that the school has required an employer to terminate a student's employment. The primary reason for revoking a work permit is the student's failure to achieve the minimum qualification standards, set by the school district, for maintaining a work permit. A written revocation notice should be sent to the employer requesting written confirmation of the student's termination. Upon confirmation of termination, the permit's status should be designated as "Recovered".

**Recovered:** A permit status criterion indicating that written evidence has been received from the employer indicating that employment has been terminated.

### CANCELING A WORK PERMIT

There are several ways that a work permit can be canceled. We'll discuss how to cancel a permit from within the STUDENTS form in this part of the tutorial. Later, in the tutorial instructions for revoking a work permit, you'll learn another way to cancel a work permit.

#### STEP 1

Open the STUDENTS form and select the student for which you want to cancel a work permit.

#### STEP 2

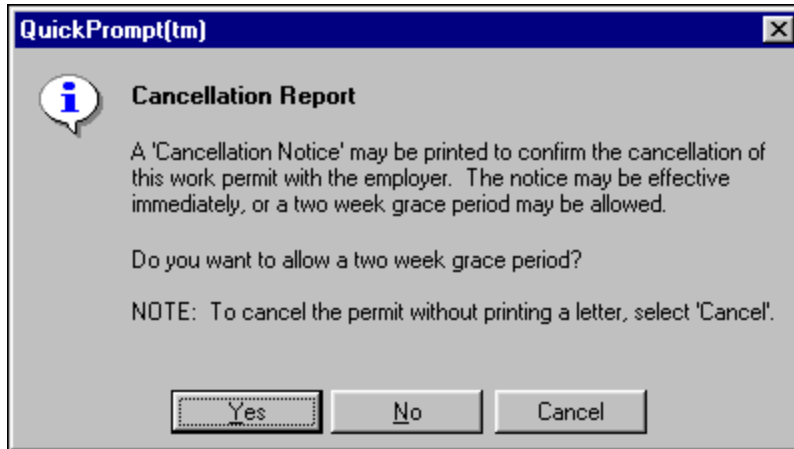
Select the "Permits Issued" tab.

#### STEP 3

Click the "Cancel" button for the permit that you want to cancel.

64	08/12/2003	Active	Unrecovered	Unrevoked	Off	Pleasantville Florist / 7500 Rosewood
Edit / View / Reprint	Cancel	Toggle	Revoke	Set		Way

## Cancellation Dialog Message



Upon selection of the "Cancel" button, this dialog allows you to:

- Print a cancellation notice with a two-week grace period.
- Print a cancellation notice with no grace period.
- Cancel the permit without printing a letter.

After a permit has been canceled. The permit's status designation will be changed to "Cancelled" and the button's caption will be changed to "Activate".

64	08/12/2003	Cancelled	Unrecovered	Unrevoked	Off	Pleasantville Florist / 7500 Rosewood Way
Edit / View / Reprint	Activate	Toggle	Revoke	Set		

*Note: A work permit should not be reactivated after having issued a cancellation notice. The ability to reactivate a permit is provided only to correct the inadvertent cancellation of a permit (before the cancellation notice is issued).*

## REVOKING A WORK PERMIT

This tutorial only discusses how to revoke a specific work permit. To learn how to automate the process for probation, revocation, and reinstatement of work permits, see the tutorial "Automating the Management of Work Permits".

### STEP 1

Open the PERMIT MANAGEMENT form by selecting the SWITCHBOARD hyperlink "Probation and Revocation".

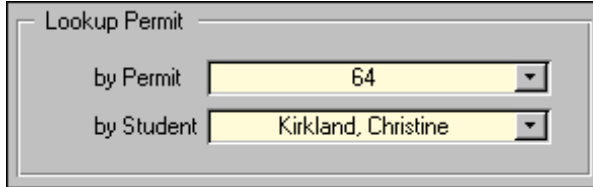
"Probation and Revocation" hyperlink



*Note: The PERMIT MANAGEMENT form cannot be opened unless at least one work permit has been issued in the current school year. Additionally, the current school year must have been defined on the "System" tab of the DEFAULTS form.*

**STEP 2**

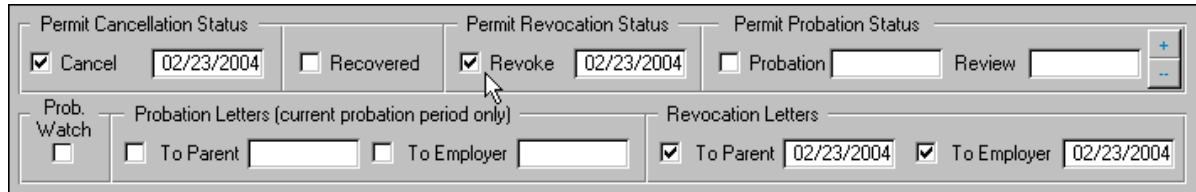
Use one of the "Lookup Permit" drop-down fields to find the permit that you want to revoke.



Make your selection carefully as some students will have been issued multiple work permits.

**STEP 3**

Select the "Revoke" check box as shown below:

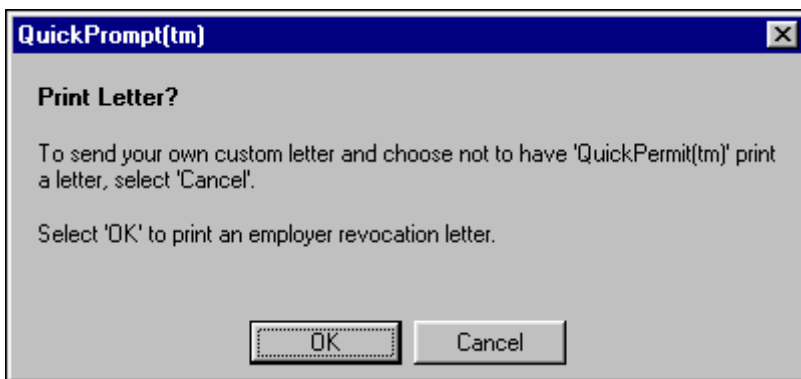


The above section of the PERMIT MANAGEMENT form allows you to manage each work permit individually. Here, you can perform all of the following functions:

- Cancel a work permit.
- Recover a previously revoked work permit.
- Revoke a work permit
- Place a student's permit on probation.
- Set a permit's "Watch" status.
- Issue probation notification letters to parents and employers.
- Issue revocation notification letters to parents and employers.

**STEP 4**

Select the "Revocation Letters" check boxes for the parent and/or employer. As each check box is checked, a dialog message like the following will appear.



Select "OK" to print the revocation notification letter.

**SETTING THE RECOVERY STATUS**

Once a work permit has been revoked and written confirmation has been received from the employer of the student's termination, the permit's recovery status should be set to "Recovered". The process is exactly the same as for revoking a permit except instead of selecting the "Revoke" check box, select the "Recovered" check box.

For your convenience, a permit's recovery status can be set from the "Permits Issued" tab of the STUDENTS form. The instructions below will demonstrate how to recover a permit from the STUDENTS form.

**STEP 1**

Open the STUDENTS form and select the student for which you want to recover a work permit.

**STEP 2**

Select the "Permits Issued" tab.

**STEP 3**

Click the button labeled "Toggle" in the "Recovery Status" column for the permit that you want to recover. The status description will change to "Recovered".

Permit No.	Date Issued	Cancelled Status	Recovery Status	Revocation Status	Probation Status	Employer
64	08/12/2003	Cancelled	Unrecovered	Revoked	Off	Pleasantville Florist / 7500 Rosewood Way
Edit / View / Reprint	Activate	Toggle	Edit	Set		

*Note: The "Edit" and "Set" buttons shown above do not allow directly setting a permit's revocation or probation status. Instead, they provide a hyperlink to the specific permit record in the PROBATION MANAGEMENT form where all of the permit-management tools are available.*