

Parent School Work Authorization Form

How to complete, where to sign, and how to get final signature from school

Required for all Working Minors age 17 and under per Washington State Labor and Industries (LNI)

FIRST: The EMPLOYER

- Employer provides form
- Employer completes all “employer” sections, including hours on page 2 (Refer to top of page for legal hours based on age)

SECOND: The EMPLOYEE

- Employee completes “employee” section on page 1
- Employee signs “employee” section on page 3

THIRD: The PARENT/GUARDIAN

- Guardian reviews schedule/hours on page 2 and makes changes if desired
- Guardian signs “parent/guardian” section on page 3

Once Employer, Employee, and Parent/Guardian have completed their sections including signatures, then choose one of the following three options below:

OPTION 1

1. Student returns form to employer
2. Employer scans and emails to: Terry.Derrig@rentonschools.us
3. Mrs. Derrig processes and returns form to employer

OPTION 2

1. Student scans and emails to: Terry.Derrig@rentonschools.us
2. Mrs. Derrig processes and returns form to student
3. Student gives form to employer

OPTION 3

1. Student takes form to their school’s Main Office to be left in Mrs.Derrig’s/ Ms. Johnson’s box
2. Ms. Johnson processes and returns form to box and notifies student it is ready to be picked up
4. Student picks up form from school’s Main Office and returns it to the employer

Forms dropped off by 7:45am will be available for pick-up the following day

Questions? Please contact:

Ms. Michele Johnson, CTE Program Specialist

Email: michele.johnson@rentonschools.us

Work Cell/Text: (425) 282-7442

Mrs. Terry B. Derrig,

Apprenticeship/Internship/WSL Coordinator

Email: terry.derrig@rentonschools.us

Work Cell/Text: (206) 940-5750

