

# 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)

[wsl@rentonschools.us](mailto:wsl@rentonschools.us)

## **STEP 1.** **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).

## **STEP 2.** **The Employee**

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

## **STEP 3.** **The Parent/Guardian**

- Parent/Guardian reviews schedule & hours on page 2 and makes changes if desired. Initial any changes made.
- Parent/ 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:**

### **STEP 4- OPTION 1**

1. Student returns form to employer.
2. Employer scans and emails to: [wsl@rentonschools.us](mailto:wsl@rentonschools.us).
3. Form is processed, signed, and returned to employer.

### **STEP 4- OPTION 2**

1. Student scans and emails to: [wsl@rentonschools.us](mailto:wsl@rentonschools.us).
2. Form is processed, signed, and returned to student.
3. Student gives form to employer.

### **STEP 4- OPTION 3**

1. Student takes form to their school’s Main Office to be left in the WSL box.
2. Form is processed, signed, and student is notified that form is ready for pick-up.
4. Student picks up form from school’s Main Office and returns it to the employer.

**Questions? Please email:**  
[wsl@rentonschools.us](mailto:wsl@rentonschools.us)

