

WORK PERMITS

How does a student apply for a work permit, given social distancing requirements?

The Pennsylvania Department of Education (PDE) understands that the mandated closure of Pennsylvania schools due to the COVID-19 response effort may be causing some uncertainty for the remainder of the 2019-20 school year, particularly for minors who wish to apply for a work permit and for school district personnel responsible for issuing work permits. PDE and the Pennsylvania Department of Labor and Industry (L&I) have temporarily modified the process for applying for a work permit to enable work permits to be issued during school closures due to the COVID-19 pandemic. L&I has waived the in-person requirements of the work permit process for the remainder of the 2019-20 academic year and while the Governor's stay at home order is in effect. [Access guidance, information, and resources on work permits for minors.](#) Information taken from the PDE "School Guidance: Answers to Common Questions" website.

The steps below describe the temporary modified procedures.

1. The student will [download and complete the electronic Work Permit application from the PDE website](#). Students unable to access the electronic application should call or write to the school district to request that a paper application be mailed to them.
2. The student's parent or legal guardian electronically signs the PDF or signs the paper application. **Note:** Not all students need approval from a parent or guardian to apply for a work permit. For example, no signature is required if the minor provides official proof that they have graduated high school. More information about these exceptions is available on the [Pennsylvania Child Labor Law section of PDE's website](#).
3. The student attaches any required documents, such as a proof of age document, to the completed application and submits it to the school district.
 - a. If applying electronically, the student may attach digital copies, such as a scan or digital photograph.
 - b. If applying by mail with a paper application, the student should include photocopies of the required documents.
 - c. If an applicant is unable to provide a required document with their application, they can present it to the school district issuing officer at the next stage of the process.

Note: A list of required documentation is found on the [Pennsylvania Child Labor Law section of PDE's website](#). Please be aware that all required documentation must still be submitted and reviewed; the temporary change relates only to the format in which those documents may be submitted to, and accepted by, the school district.
4. Upon receipt of the application and documentation, the issuing officer at the school district schedules an appointment with the student that adheres to social distancing

guidelines. Appointments may be held virtually by way of videoconference. Social distancing also could be observed with a solid barrier between the issuing officer and applicant, such as a closed car window or clear glass door. The purpose of the appointment is to enable the applicant to "appear before" the issuing officer, in accordance with the Child Labor Act, while following social distancing guidelines. It also enables the issuing officer to verify a proof of age document if one is required but the student was not able to provide a copy with the application.

5. The school district issuing officer ensures that all the documents required by law have been examined, approved and filed, and all conditions and requirements for issuing a permit have been fulfilled, and then mails to the minor a wallet-sized, paper work permit bearing a number, the date of issuance, and signature of the issuing officer.
6. The student signs the work permit when received and shows it to the employer, who makes a copy for their records. The student retains the original work permit.

STSD Issuing Officer Contact Information

Angela Headen, High School
aheaden@hannasd.org
717-657-5117

Kayla Gambelunghe, Middle School
kgambelunghe@hannasd.org
717-657-5125

In-Person Appointments (Observing Social Distancing)

High School	Tuesdays	1:00 to 3:00 p.m.
Middle School	Thursdays	9:00 to 11:00 a.m.