

Work Permit Directions

1. Parents, please complete and sign the Application for Work Permit document.
2. **Students under the age of 16** will also need to have their employer and parent complete the Parental Acknowledgement of Minor's Duties and Hours of Employment form prior to applying for a work permit.
3. Along with the Application for Work Permit and Parental Acknowledgement Form, if applicable, please bring a copy of **one** of the following required documents to complete the application process:
 - A birth certificate, filed according to law with a register of vital statistics or other officer charged with the duty of recording births.
 - A passport showing the age of the minor.
4. Upon completion of the application and documentation, the student and parent will need to come to the Main office at the High school between 3p – 4p to receive their work permit.
5. 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.**