**INSTRUCTIONS FOR OBTAINING WORKING PAPERS - Home Education; Private; Parochial; and Out-of SSD Cyber School Students**

**IMPORTANT: <u>A Work Permit will not be issued during school hours.</u>**

- Download a copy of the form *Application for Work Permit (PDE-4565)*
    - **This form is an application ONLY. It is not a work permit.**
- Parent/Guardian completes and signs Section B. Parent/Guardian provides student with proof of age.
    - Acceptable documents include original birth certificate, hospital record, baptismal certificate, passport, or Permanent Resident registration, driver's license/permit, or state ID card with date of birth listed.
- Student brings the signed application to the Scranton School District Administration Building Registration Office located at 425 N. Washington Ave., along with acceptable proof of age of the student. **Office staff will verify that the student is attending school consistently. Attendance is linked to achievement. For the same reason, an issued permit may be revoked.**

- If approved, the Office staff gives the student a blue work permit, and the student signs it in the presence of the Office staff.
- The student provides a **copy of the blue work permit** to their respective employer.