

Working Papers Permit Information

All students between the ages of 14 and 17 are required by Pennsylvania School Law to secure an Employment certificate, known as "Working Papers," before they may begin to work.

Working Papers are available at the public school of the district in which you reside

❖ Upper Moreland

<https://www.umtsd.org/Page/4524>

During Governor Wolf's school closure due to the COVID-19 Pandemic, all working paper applications should be completed through this link <https://forms.gle/Zis3FVqGaShrx2MN9>

Questions can be directed to Mrs. Robyn Sadowski via email at rsadowski@umtsd.org

❖ Lower Moreland

[https://www.lmtsd.org/cms/lib/PA01000427/Centricity/Domain/75/STUDENT WORKING P
ERMITTS.pdf](https://www.lmtsd.org/cms/lib/PA01000427/Centricity/Domain/75/STUDENT_WORKING_PERMITTS.pdf)

For all questions about student working permits, please email Adrienne Curry at acurry@lmtsd.org.

❖ Abington

<https://www.abington.k12.pa.us/shs/our-school/general-information/working-papers/>

Work permit applications (PDE-4565) can be [downloaded](#).

Please email Mrs. Miklultz at helenmiklultz@abington.k12.pa.us for more information and direction on obtaining working papers during the school closure

❖ Cheltenham

[https://www.cheltenham.org/cms/lib/PA01916448/Centricity/domain/4/2020-
2021%20files/CHS%20Working%20Papers%20Instructions%202020-2021.pdf](https://www.cheltenham.org/cms/lib/PA01916448/Centricity/domain/4/2020-2021%20files/CHS%20Working%20Papers%20Instructions%202020-2021.pdf)

Contact Info:

Chevelle East

Email: ceast@cheltenham.org

Phone: 215-517-3700 Fax: 215-517-3783

❖ Springfield Township

<https://www.sdst.org/departments/human-resources/student-working-papers>

- Obtain an "Application for Work Permit" from the Administration Building located at 1901 E. Paper Mill Road Oreland, PA 19075
 - Please click on the "Book Now" Button below to make an appointment to bring the completed application along with proof of age to the Administration Building, Monday through Friday from 8:00 am to 3:30 pm.
 - *Acceptable documentation for proof of age include birth certificate, passport, or other documentary evidence of age (application cannot be processed without proper documents). A parent or guardian must return the completed application so that it can be signed in the presence of the issuing officer.
-

❖ Upper Dublin

Contact Info:

Lee Carr

OR

Jenny Hibbert

Guidance Secretary

Guidance Secretary

lcarr@udsd.org

jhibbert@udsd.org

216-643-8900 ext 2010

215-643-8900 ext. 2011

❖ Hatboro Horsham

<https://www.hatboro-horsham.org/domain/825>

Mrs. Kim Miller is the high school work permit officer. kmiller@hatboro-horsham.org

Students and families requesting a work permit must complete the mandatory application and then complete the additional two steps that follow.

