

## EMPLOYMENT OF STUDENTS

In compliance with law, the Superintendent or his/her designee shall issue age certificates for students under age 18 upon the request of any employer or prospective employer. The Superintendent or his/her designee shall be responsible for issuing school release permits for students to work on school days during school hours as required by law.

Students may secure age certificates (see exhibit JO-E-1) from their school of attendance or the Colorado Springs School District 11 (the District) Central Office. School release permits (see exhibit JO-E-2) can be obtained from the Office of Student Discipline Services at the District administration building.

The Colorado Department of Labor and Employment requests that the student present valid verification of birth, such as baptismal certificate, passport, insurance policy, or a birth certificate. If none of these are available, then an oath taken before a judge or other officer of the juvenile or county court of residence, by a parent or guardian as to the age of the minor, shall be necessary. The school may not accept military identification or driver's licenses.

A parent/guardian may not obtain an age certificate or school release permits for a child. The student must be present in person to sign the age certificate or school release permit.

Adopted September 1972  
Revised May, 1995  
Revised June 14, 2017  
Reviewed September 9, 2020

LEGAL REFS.:       C.R.S. 8-12-105 (2),(3)  
                          C.R.S. 8-12-110  
                          C.R.S. 8-12-111  
                          C.R.S. 8-12-113  
                          C.R.S. 8-12-114  
                          C.R.S. 8-12-117  
                          C.R.S. 22-33-104(2)(e)

CROSS REF.:        JO-E-1, Age Certificate  
                          JO-E-2, School Release Permit