

Work Permit Directions

1. Parents, please complete and sign the Application for Work Permit document.
<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Application%20for%20Work%20Permit.pdf>
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.
<https://www.dli.pa.gov/Individuals/Labor-Management-Relations/llc/Documents/LLC-75.pdf>
3. Along with the Application for a Work Permit and the Parental Acknowledgement of Minors duties 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 receipt 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.**