

Main office summer hours will be 7:00 to 3:00. Please enter the building through the “C” doors on Marr Road.

Work permits may be dropped off any time the office is open. In order to pick up your work permit the same day, your intention to employ form must be in before 10 a.m. Completed work permits can be picked up between 11 a.m. and 1 p.m. STUDENTS must pick up their own work permits.

Work permits will only be issued students who are enrolled at East, students who are enrolled at CSA with East as their home school, students who live in the East district and are home schooled or students who live in the East district and are enrolled in Columbus Christian School. If you are not enrolled at East, you need to bring a copy of your birth certificate and latest report card with you. The “Intention to Employ” form must be completely filled out and also include the following information:

- Your city and state of birth
- Your date of birth
- Your employer’s signature
- Your parent or guardian’s signature
- Your signature

If ANY of this information is missing or the form is not completely filled out, the work permit WILL NOT be issued.

Please contact Mrs. Smith at East High School Main Office at 376-4369 if you have questions.