



Argo Community High School District 217
7329 West 63rd Street
Summit, IL 60501

Phone 708.728.3200
www.argohs.net

Work Permit Info

All children under the age of sixteen are considered minors in the state of Illinois and are required by law to obtain a work permit prior to starting employment. The steps to take if you wish to obtain a work permit are as follows:

- Get hired for a job and obtain the employer's statement of intention to employ you. This letter should be written on the letterhead stationery of the employer and should explain the type of work you will be doing and schedule that you will be assigned. The employer should sign and date the letter. This letter must be obtained before you are issued a work permit, not the other way around.
- You may have you parent contact Ms. Gutierrez via email at jgutierrez@argohs.net or by calling (708) 467-5525 which indicates his/her approval of you taking the job. The Student Activities Office in room 218 is authorized to handle work permits during the school year and summer.
- If you are not a current Argo Community High School student, your parent/guardian must bring the following documentation in order to prove your age and employment eligibility:
 - **Proof of Age** (e.g., birth certificate, baptismal certificate, passport, alien registration card, etc.)
 - **Social security number**
- Take the work permit form back to your employer and you are ready to start working.