

WORK PERMIT INSTRUCTIONS
Students Living in Newton but Not Enrolled
in the Newton Public Schools

In order to complete the employment process, you need to comply with certain legal regulations that are stipulated by the Commonwealth of Massachusetts. *All students under the age of 18 are required to obtain a Work Permit. G.L. c. 149, §§86-89*

Please follow the steps below to complete the process:

- Step 1: Obtain a job offer from an employer.
- Step 2: Obtain an **Employee Permit Application for 14 through 17 year olds**. Permits are located in the main office of Newton North and Newton South. You may also download an application by going to the school website and selecting the Student tab.
- Step 3: Obtain a **School Records Form** (can be downloaded from the NPS website). Ask your current principal or his/her designee to complete the form.
- Step 4: Ask your employer to complete and sign the “**Promise of Employment**” section on the employee permit application making sure to list your name and position.
- Step 5: Step 5 applies only to students between the ages of 14-15. You must ask your physician to complete and sign the **Physician’s Certificate of Health** section of the employee permit application.
- Step 6: All students, regardless of age, need a parent/guardian signature on the employee permit application.
- Step 7: All students, regardless of age or school attended, need to return the completed application to Newton North or Newton South during the hours of 7:30 a.m. and 3:00 p.m. (see checklist below)
- Step 8: Bring all required documentation to your neighborhood high school. If you are unclear as to which high school you should visit, go to the NPS website, www.newton.k12.ma.us. Select the **Families** tab and then the **Student Registration** button on the left-hand side. Next, select the **Find Your School** button. Enter your house number and street name. Based on your address, the page will display either Newton North or South. Please bring all required documentation to the school listed.
- Step 8: **Do not** sign the completed application until you are in the presence of the authorized Newton Public School’s designee. Students must be present to sign this document upon pick up.

CHECKLIST

Please bring the completed employee permit application along with the following:

1. **Proof of Age**: such as birth certificate, passport or immigration record.
2. A **photo ID** such as school ID, driver’s license or passport.
3. For students who are **NOT** enrolled in the Newton Public Schools, please bring the completed **School Records Form**.
4. For students who are 14-15 years old **ONLY**, you will need to bring the employee permit application, signed by your physician.