

## **STUDENT**

### Work Permit Application Procedure

1. The student needs to secure a job before getting school documentation.
2. The student goes to the school guidance office for supporting document, pre-application.
3. The form must be completed and signed by all pertinent parties.
4. The student, along with the parent or legal guardian, brings the form and proof of birth (birth certificate or passport) to the District Office at 50 Republic Ave, Topsham.
5. This is where the Work Permit application is completed by District Office staff.
6. Once completed, the information is uploaded to the Department of Labor for approval.
7. Once approved, the work permit is emailed to the student or parent.

Note: The work permit is specific to the job, not the student. If the student acquires a new job, they must apply for a new work permit for that new job.

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 75  
TOPSHAM, ME**

**MSAD75 Work Permit Supporting Documentation**  
*(Required for all students under age 16)*

**PROOF OF PENDING EMPLOYMENT NEEDED WITH THIS DOCUMENT**

To be eligible for a work permit, a student under age 16 must be:

- Enrolled in school
- Not habitually truant
- Not under suspension
- Passing a majority of courses during the current grading period

Guidance Counselor Signature: \_\_\_\_\_

The Superintendent of Schools may revoke a Work Permit if a student does not continue to meet these requirements.

\_\_\_\_\_

I certify that I meet the above requirements:

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I will be employed by: \_\_\_\_\_

School Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Following approval of the principal**

**Please present this form along with your  
BIRTH CERTIFICATE or VALID PASSPORT to the MSAD 75 District Office**

**A Parent/Guardian must accompany you to sign  
the Work Permit Application**