PARKLAND SCHOOL DISTRICT

STUDENT WORKING PERMITS

At this time, all requests for Student Working Permits will be completed on-line via the following steps:

1. Parents, please complete the Work Permit application (link below) and sign it at the bottom.

   PDE 4565_Work Permit Application

   For more information about the Pennsylvania Child Labor Laws, please visit the PA Department of Labor & Industry at:

   https://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx

2. Scan and email the work permit application and the students birth certificate or passport to the Parkland High School Receptionist Karen Strohl at strohlk@parklandsd.org.

3. **PLEASE NOTE:** *Access to the student's permanent records are unavailable at this time. A scanned copy or picture of the student's birth certificate or passport must accompany the permit application for the request to be fulfilled.*

4. When all documents have been received, the final work permit will be completed and MAILED TO THE HOME OF THE STUDENT within 2-3 business days. When the permit is received, the student will be required to sign the work permit for it to be valid.

5. Scanning instructions for iPhone, iPad and Android phones are available below. If your device does not have these capabilities, a picture of the completed work permit form and birth certificate or passport will be accepted via email to Karen Strohl at strohlk@parklandsd.org.

6. For all questions about student working permits, please email Karen Strohl at strohlk@parklandsd.org.

Instructions for accessing scan capabilities on your iPhone or iPad:

The document scanner is tucked away in the Notes app on iPhone and iPad. With just a couple of taps, you'll have a solidly scanned document ready to mark up, covert to PDF, and share with another app.

1. Launch the Notes app on your iPhone or iPad.
2. Create a New Note.
3. Tap the More button just above the keyboard. It looks like a plus (+) symbol.
4. Tap Scan Document from the list of options.
5. Line up the document you want to scan.
6. If the scanner doesn't automatically scan, tap the shutter button to manually scan the document.
7. Repeat the step above for each page you want to scan for a single document.
8. Tap Save when you've scanned all of the pages you want to include with one document.
9. The scanned pages will populate in a new note in the Notes app.

Instructions for accessing scan capabilities on your Android Phone :

1. Open the Google Drive app.
2. In the bottom right, tap Add (+).
3. Tap Scan.
4. Take a photo of the document you'd like to scan. Adjust scan area: Tap Crop. Take photo again: Tap Re-scan current page. Scan another page: Tap Add.
5. To save the finished document, tap Done.