



**LOWER MORELAND  
TOWNSHIP SCHOOL  
DISTRICT**

**STUDENT WORK PERMITS**

Please refer to this document for information on how to obtain a work permit for students under 18 years old.

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

[Application for Working Permit](#)

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

[PA Dept of Education](#)

2. **Scan and email or drop off the work permit application, the students' birth certificate or passport and a parent or guardian's drivers license or passport to Adrienne Curry, the Principal's Administrative Assistant at Lower Moreland High School, at [acurry@lmtsd.org](mailto:acurry@lmtsd.org).**
3. When all documents have been received, the final work permit will be completed and either emailed or mailed via USPS 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.
6. For all questions about student working permits, please email Adrienne Curry at [acurry@lmtsd.org](mailto:acurry@lmtsd.org).
7. **SUMMER HOURS: Work permits will be issued in the summer months during business hours which is Monday through Thursday, 7:30am to 3:30pm.**

### **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, convert 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.