

Work Permit Directions – updated 12/10/24

forms are also available in the main office

1. Parents, please complete and sign the Application for Work Permit document.
 - a. <https://www.pa.gov/content/dam/copapwp-pagov/en/education/documents/resources/codes-and-regulations/application%20for%20work%20permit.pdf>
2. Please provide a copy of **one** of the following required documents to complete the application process: (we can make a copy in the office if necessary)
 - a. A birth certificate, filed according to law with a register of vital statistics or other officer charged with the duty of recording births.
 - b. Baptismal certificate or transcript
 - c. A passport
 - d. Affidavit of parent or guardian accompanied by physician's statement of opinion as to the age of the minor.
3. Upon completion of the application and documentation, the student can come to the Main office at the High school to receive their work permit. We do work permits from 8am to 4pm Monday through Friday, no appointment necessary.
4. The student signs the work permit when received and shows it to the employer, who makes a copy for their records. **The student retains the original work permit.**