



Work Permit Policy

At Delta Charter Online (DCO) and Delta KEYS, we want our students to have the opportunity to be able to gain work experience while being a student. Here are DCO and KEYS requirements for obtaining a work permit:

- Students must make an appointment with the DCO/KEYS office to get their work permit, or drop off their application and allow 24-48 hours for the office to complete the permit.
- Obtain and complete a form B-1 (available on DCO/KEYS website).
 - Fill out student information with signature
 - Fill out parent information with parent signature
 - Secure a job, and fill out employer and job information section and obtain an employer signature.
- You must have a minimum 2.0 gpa and a good attendance record which will be determined by the school.
- Be performing in the blue (on track) or green (ahead) in all Edgenuity classes and maintain that level of completion.
- Be enrolled full-time (minimum of 20 credits).
- Renew your work permit at the end of the semester when course completion and grades can be verified.
- Student must make an appointment with the DCO/KEYS office to get their work permit signed or drop off their application and allow 24-48 hours for the office to complete the work permit.