

Get your work permit!

Are you under 18 and in need of a work permit?

Each school district is responsible for issuing work permits to all minors who reside in their district, including those who attend non-public schools, cyber charter schools, or are participating in a home education program.

Find your school district with your address here:

<http://munstats.pa.gov/Public/FindMunicipality.aspx>

Penn Hills School District

- Parents/guardians must visit the school or to call and provide all of the required application information in advance.
- Parents should sign/confirm their address upon arriving at the school. The student then must sign the application.
- Documents required: Parent/guardian's driver's license/ID with Penn Hills address; student's birth certificate.
- Contact: 412-793-7000 ext. 5208 or 5209
- 309 Collins Drive, Pittsburgh, PA 15235

Pittsburgh Public School District

- To receive permit, please email form and proof of birthdate to studentservices@pghschools.org with subject line: "Work Permit Request, Student Name & School"
- Document required: Application and proof of age (passport, driver's license, birth certificate)
- Contact: studentservices@pghschools.org
- 341 S Bellefield Avenue, Pittsburgh, PA 15213

Steel Valley School District

- Students must go to the high school office to complete application. If a parent doesn't accompany the student, then an assistant in the main office will complete the application and the student must take it home to be signed by a parent/guardian. Upon returning the completed application a permit will be issued.
- Documents required: Original birth certificate, passport or baptismal certificate with seal. NO COPIES.
- Contact: Ellen Kelly ekelly@steelvalleysd.org | 3113 Main Street, Munhall, PA 15120

Sto-Rox School District

- Student and parent/guardian must be present to receive a work permit. Students must bring a birth certificate or passport. Students not enrolled at Sto-Rox Jr/Sr High School must also provide proof of residency.
- Documents required: Birth certificate or passport. Proof of residency (if not enrolled in Sto-Rox Jr/Sr High School).
- Contact: Beth Harvey bharvey@srsd.k12.pa.us 412-771-3213 X 1000 | Hours: M-F 7:00-11:00 and 12:30 - 2:00.
- 1105 Valley Street, McKees Rocks PA 15136

West Mifflin School District

- The application is available in the main office. Students can either pick it up there, take it home, and bring it back signed or bring a parent/guardian to the office to sign in person.
- Documents required: None, if enrolled in West Mifflin district. Otherwise, birth certificate/proof of age are required.
- Contact: Denise Cubakovic CubakovicD@wmasd.org
- 91 Commonwealth Avenue, West Mifflin, PA 15122

Wilksburg School District

- Digital copies of required documents (listed below) should be emailed to Andria Lynch (~~lyncha@wilksburgschools.org~~). Once the documents are received, a work permit will be mailed to the student.
- Documents needed: ~~Parent/guardian ID~~, student birth certificate ~~and social security card~~ *permit application*
- *thompsonc@wilksburgschools.org* Contact: Andria Lynch lyncha@wilksburgschools.org
- 718 Wallace Avenue, Pittsburgh, PA 15221 *Charlene Thompson*

Woodland Hills School District

- Parent/guardian must be present and notify the security guard that they are for a work permit.
- Applications must be filled out and signed in-person and the work permit will be issued immediately.
- Documents needed: If enrolled in the Woodland Hills district, none. If not, birth certificate /proof of age required.
- Contact: 412-244-1100 ext 5112 or 5114 or 5130
- 2550 Greensburg Pike, Pittsburgh, PA 15221

District not listed? We can help!

Call 412-932-2950 or email

summer@partner4work.org

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Allegheny Valley School District

A parent needs to accompany the student. If a parent can't come, then the office will send home necessary paperwork. The student must be present to sign the application in front of Patricia Cole of the main office.

Documents required: birth certificate

Contact: Patricia Cole 724-274-8100 | 501 Butler Road, Springdale, PA 15144

Baldwin-Whitehall School District

Students should go to the security station in the front of the school building with a parent/guardian.

Students should fill out/ sign the application onsite (between 7:00 - 3:00).

Documents required: birth certificate/green card

Contact: Caroline Babik cbabik@bwschools.net

4653 Clairton Boulevard, Pittsburgh, PA 15236

Clairton City School District

The application is available online. Students should print out the application, fill it out, and have a parent/guardian sign it. Along with a copy the required documents (listed below), students should take the application into the school and drop off with security guard.

Documents needed: Parent/guardian's ID, student's birth certificate, application

Contact: Pam Totorice tortoricep@ccsdbears.org | 501 Waddell Avenue, Clairton, PA 15205

East Allegheny School District

The application can be filled out online, then printed out and mailed with required documents (listed below). Following that, the work permit will be mailed back to the student.

Documents needed: Application, birth certificate copy, social security card, parent driver's license

Contact: Susan Litzinger at 412-824-9700 x 1500

Mail to: East Allegheny High School, 1150 Jacks Run Road, North Versailles, PA 15137

Gateway School District

Applications are in the main office at Gateway High School and can be picked up anytime M-F from 7:00-3:00.

Once the applicant fills out the form, they must submit the application with required documents (listed below).

Documents required: Certified copy of birth certificate, passport or baptismal certificate

Contact: Christine Guinta cguinta@gatewayk12.org

3000 Gateway Campus Boulevard, Monroeville, PA 15146

McKeesport School District

Applications are available in the main office or online. Students can either print a copy and return it with a parent signature, or bring a parent to sign in-person.

Documents needed: If enrolled at the middle/high school, application only. If not, birth certificate, proof of residency.

Contact: 412-664-3650

1960 Eden Park Boulevard, McKeesport, PA 15132

Northgate School District

Students should come in with a parent/guardian to fill out the application with a copy of their birth certificate.

Students are to complete the application in the main office where the work permit will be immediately issued.

Office hours are from 7:00 a.m. - 3:30 p.m. | Documents needed: Copy of birth certificate

Contact: Eileen Shamonsky eshamonsky@northgatesd.net School: 412-732-3300 ext. 1000

598 Union Avenue, Pittsburgh, PA 15202

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