

Work Permit Procedure (14 and 15 yr old)

What should you bring to school?

1. Bring in ***“letter of intent to hire”*** from prospective employer. The letter should include the hours you will be working and the type of work you will be performing.
 - a. Letter must be on the business letterhead and include address and phone number.
2. Bring ***yourself and a parent or guardian*** to sign a consent form.

****Ms. Ferriter or Mrs. Mares** will review the letter of intent to determine if the place of employment is appropriate for the student, the type of work is safe, and does not conflict with their school schedule.

Where should you bring it?

****Bring** requested information to Main office (126) between the hours of 8:00am-3:30pm.

Main Office Phone: 708-424-5200