

## WORK PERMIT INSTRUCTIONS

- 1 To obtain an application for a work permit a student must come to the guidance office **with proof of age** (a birth certificate is the preferred document, however, a baptismal certificate, passport, learner's permit or driver's license will be accepted). **This is a state requirement. An application will not be filled out until proof of age is shown.**
- 2 The school secretary will complete Part A of the application. The application will be taken home and the parent or guardian must complete Part B. The student will bring the completed application back to the school office.
- 3 The application is reviewed by the school to ensure the student has acceptable grades and attendance. Once the review is completed the student will be issued the work permit which the student must sign in the presence of the school secretary.
- 4 During the school year it is not necessary for the parent to accompany the student when the application for a work permit is completed. During the summer months it is recommended that the parent accompany the student, however, it is not required.

## GENERAL INFORMATION

- 1 Students must be at least 14 years of age to obtain a work permit.
- 2 Students will be issued a blue transferrable work permit.
- 3 The application process only needs to be completed once. This work permit will be valid until the student reaches the age of eighteen.
- 4 Students must maintain acceptable attendance and grades to keep their work permit. The administration has the authority to deny or revoke a work permit if attendance and grades start to suffer.
- 5 Students must present their work permit to their employer. The employer may photo copy the work permit for their records, however, the work permit must be returned to the student. The student is to have the work permit in their possession when they are at work. This information is found on the back of the work permit.
- 6 The employer is required by law to notify the school within five business days of the employment of any minor. Please make the employer aware of this provision. This information is also found on the back of the work permit.