

Work Permit Request Instructions

STUDENTS MAY NOT WORK UNTIL THE ACTUAL WORK PERMIT HAS BEEN ISSUED

WHAT TYPE OF WORK PERMIT ARE YOU REQUESTING? __First job __Renewal __New job

APPROVING WORK PERMITS: Student attendance, discipline and course history records will be reviewed. The minimum requirements are (all within the current school year); minimum 2.0 GPA; less than 3 unexcused absences; no excessive excused absences; less than 3 tardies; and, no excessive disciplinary action taken. If everything is satisfactory, the work permit will be issued. If you do not meet these minimum requirements, you will need to meet with an administrator to sign a behavior contract prior to the issuance of a work permit if one is authorized. In some cases, students will need to show improvement before a work permit will be approved or will have work limitations. In addition, if you do not meet these minimum requirements after being issued a work permit, it may be revoked. If you are planning to work more than 36 hours per week (must be at least 16 years old), see Mrs. Reich for additional requirements.

STEPS TO OBTAINING A WORK PERMIT

1. Complete this form and the attached "Request for Work Permit and Statement of Intent to Employ Minor" form. All signatures are required on both forms.
2. Return these two completed forms to Mrs. Reich in the Nighthawk Center.
3. Students must pick up the work permit since it requires their signature. Work Permits may take 2-3 days to process.

AVAILABLE CREDITS: If you are interested in work experience credits, please see your counselor to see if you qualify.

Please sign below to acknowledge you have read and understand the procedures for work permit issuance.

Student Signature

Rev. 01/2017

Student ID Number

Parent/Guardian Signature

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