

## WORK PERMIT INFORMATION

The work permit is specific to the place of employment. Here is the list of required documents needed in order to obtain the work permit:

- 1) Letter of Intent from the employer – this letter needs to be on the employer's letterhead stating what the job position will be and how many hours a day/week the student will be working.
- 2) Note of parent approval stating approval for the student to work at this particular job. Please include parent's name, home address and phone number.
- 3) Birth Certificate – copy of student's birth certificate
- 4) Current physical or note from the student's doctor stating that the student is in good physical health.
- 5) Letter from the student's principal in regards to good standing at school. If you are obtaining a work permit during the summer months, you will not need to do this step.

Please note.....we are not conducting in-person appointments so please do not come to the school. Once you have the required documents, please email them to me at the email address listed below. I will then process the work permit within 24-36 hours and will email a copy to the parent to sign and return for my records. The emailed copy can then be sent to the student's employer. Please contact me if you have any questions.

Thank you!

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