

# Work Permit Instructions

**All Students Under 18 Years of Age MUST Complete Form**

**Copy must be provided to Career Pathway Facilitator  
Prior to Exit Pass receiving Exit Pass.**

**If student is 18 or older  
Fill in name and birth date.  
Show proof of age to Career Pathway Facilitator  
Return form to CPF**

In order for a work permit to be signed by a designated school official, the following information must be provided on the work permit form:

- (1) Information from the Minor's Birth Certificate--This section should be completed by the student's parent or guardian.
- (2) Employment Information—This section must be completed by the employer. Also, it is mandatory that the employer's signature and title appear on the permit before it can be signed by a school official.

Once the above information has been completed, the work permit form should be returned to the school. Some form of proof of age must be presented to the designated school official. A driver's license or birth certificate is acceptable for proof of age. The school official will complete the work permit form. Student is to pick up completed form and a work permit card as instructed by school official.

Give the white copy of the work permit form to your employer.

**Make a copy of this form and your card and turn this copy in to your coordinator to be kept on file.**

Keep the work permit card to use if change jobs. Future employers can use a copy of the work permit card. Once you reach 18 years of age, you will not need a work permit.