



Student Work Permits –Frequently Asked Questions

Q: What is a work permit?

A: A work permit is a legal document that allows a minor (someone under 18 years of age) to work during non-school hours for an employer.

Q: How does a student obtain a work permit?

A: Once a student has been extended an offer of employment, s/he must then obtain a Work Permit Application packet (available from school site and also via download on the College & Career Readiness Office's website). The packet includes: cover sheet with instructions, *Statement of Intent to Employ a Minor & Request for Work Permit* form, and *Verification of Grades & Attendance for Application of a Work Permit* form, which can be obtained from the school. All necessary information must be provided prior to submitting the application packet. Remember that the employer must also complete a portion of the application, as well as a parent/guardian.

Q: Where does a student turn in a work permit application?

A: During the school year, students submit their completed Work Permit Application packet to the representative at their home school site (or neighboring school). Representative information is located on the College & Career Readiness Office's website. Remember that any incomplete applications will not be processed. During the summer break, work permits are processed at the College & Career Readiness Office (CCRO), from 8:30am-4:00pm, Monday through Friday. The CCRO is located at McClymonds High Schools, Room #104.

Q: How long does it take to process a work permit?

A: Work permits take an average of 5 business days to process.



Q: If a student has more than one job, is one work permit enough to cover all positions held?

A: No, a separate Work Permit must be issued for each employer. The total number of hours worked for all employers must not exceed the number allowed by law.

Q: How many hours is a student allowed to work?

A: See the chart below. Children under the age of 14 are generally prohibited from working.

Age	School Session Status	Hours allowed per day	Total number allowed
16-17	In Session (Monday – Thursday)	4 hours	Up to 48 hours
	In Session (Friday, Saturday, Sunday)	8 hours	
	Not in Session	8 hours	48 hours
14-15	In Session (Monday – Thursday)	3 hours	18 hours
	In Session (Friday, Saturday, Sunday)	8 hours	
	Not in Session	8 hours	40 hours

Q: Is there a GPA requirement for a Work Permit?

A: Yes, students must have a 2.0 Grade Point Average to apply for a work permit. Students with a GPA lower than 2.0 **may be** issued a probationary work permit for 90 days – after the 90 day period, the students' GPA will be reevaluated to determine whether the Work Permit will be reissued for an additional amount of time.