

Get a Job = Get a Work Permit

(It's the Ohio Law)

Get Started on your Work Permit Checklist!

Follow the 9 Step Check List on the SCS Work Permit Application attached.

Work Permit form attached and available at: SHS Guidance & Attendance, SMS Main Office, Sandusky City Schools 407 Decatur St., and www.scs-k12.net.



- Complete all Three Parts fill out your Application for Work Permit Application
- Age Verification for your first Work Permit you must have your age verification
- Attendance Report and get your report from your building office Work Permits can be revoked for academic reasons and by parental/guardian request.

Remember it's your responsibility to complete the necessary documentation and permit processing in advance of starting your job.

Plan ahead! Permits are processed as quickly as possible, but may be delayed up to 2 business days for processing. Check for office hours, especially on non-school days and holidays!

Drop Off: SMS and SHS students at are only allowed to drop off or pick up the Application for Minor Work Permit during <u>non-school hours</u>. SDLC students are exempt from hours limitation. *Note:* Any family member can drop off the completed Application for Minor Work Permit with all required information and documentation at any time. The student can then come in to sign and pick up the permit during permitted hours 7:15 AM - 8:00 AM before school and 3:30 PM - 4:00 PM after school.

Sign and Pick Up: The **STUDENT** must be present to sign and receive the processed permit; a valid* photo ID is required for signature/pick-up. (*Valid ID: School ID, Driver's License, State ID, US Passport, SCS DASL report (signed), etc.) *Note: A parent or guardian does not need to be present for signature/pick-up.*

Permits will not be approved due to falsification or forgery and will be referred to the principal or administrator for disciplinary action.

Questions and hours, call 419-626-6940, 7:15 AM-4:00 PM business days during the school year and 7:15 AM-2:45 PM business days during the summer and school breaks. (Students 7:15-8:00 AM and 3:30-4:00 PM.)

Good luck with your new job! Sandusky City Schools Customer Relations

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		within one (1) year, and Section 4 Parent/Guar	dian* must legib	ly comple	te and sig	<mark>n*</mark> this section	, Student/Ap	plicant Infor	
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Date Signed

APPLICATION FOR MINOR WORK PERMIT

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Proof of Age (Type of document): Age: Date of Birth: Physician's certificate: Submitted with Valid physician's certificate		
Address of Student /Applicant: School District: Building:	\Rightarrow	Male Female
Address of Student /Applicant: Parent or Guardian:		Proof of Age (Type of document): Age: Date of Birth: Physician's certificate:
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SCS Form #151 5606 02-23-24 revised