

## **WORK PERMITS**

Students from 14 through 17 years of age who wish to work are obligated to obtain a work permit. There are two places to obtain work permits: the high school records clerk or the School Counseling Office in the high school or middle school. It is required that the sections for minor, parent(s)/guardian(s), and employer are completed prior to presenting the work permit for validation at the school. The directions for completing it are clearly spelled out on the form.

A school official can use the student data from the student's school record to verify and validate the student's date of birth, in the absence of a birth certificate; passport; or Maryland driver's license. There are clear directions on the work permit on the procedures to be followed by the issuing officer.

In general, it is the responsibility of the employer, parent(s)/guardian(s), and the student to assure that the type of work and the hours worked conform to directives of the State of Maryland Department of Labor, Licensing, and Regulation. If a student or parent is uncertain about the type of work permitted, the school counselor can be of assistance.

Work Permit Form