

INSTRUCTIONS FOR OBTAINING WORKING PAPERS – ASD STUDENTS

- Download a copy of the form *Application for Work Permit (PDE-4565)*
 - **This form is an application ONLY. It is not a work permit.**
- Parent/Guardian completes and signs Section B. Parent/Guardian provides student with proof of age.
 - Acceptable documents include original birth certificate, hospital record, baptismal certificate, passport, or Permanent Resident registration, driver's license/permit, or state ID card with date of birth listed.
- Student brings the signed application to the School Counseling Office along with acceptable proof of age of the student. The student and counseling office staff complete Section A. The Counseling Office will **verify that the student is attending school consistently. A Work Permit may be denied if the issuing officer judges that an applicant cannot maintain adequate academic achievement if permitted to work during the school year. For the same reason, an issued permit may be revoked.**
- If approved, the Counseling Office staff gives the student a blue work permit, and the student signs it in the presence of the Counseling Office staff. **The Counseling Office will review grades and verify that the student is attending school consistently.**
- The student provides a **copy of the blue work permit** to his/her employer. **The student keeps the original blue work permit in a safe place.**