

## Student Work Permits (Part-Time Employment Only)

Below are the procedures for obtaining a work permit.... please email the information below to: [haugh@freeport.k12.pa.us](mailto:haugh@freeport.k12.pa.us)

***Please provide:***

- The color of your child's eyes and hair. The name and location of the hospital your child was born in.
- A photo of your child's Birth Certificate, Passport or driver's license (proof of birthdate)
- Work permits will be available for pick up in the office. I will send an email to your student email address.

We will then email you the completed application form for your signature. Electronically sign (type your name) at the bottom of the form, then "save as" and email the form back to: [haugh@freeport.k12.pa.us](mailto:haugh@freeport.k12.pa.us).

Please keep the work permit in a safe place, provide a copy of the form to the employer, your child can continue to use the work permit until your child reaches 18 years of age.

Thank you!