

INSTRUCTIONS FOR OBTAINING A WORK PERMIT- KANE AREA SCHOOL DISTRICT

- The student should report to the appropriate School Office (High School or Middle School) to request a Pennsylvania work permit.
- The student and Principal-Issuing Officer together will complete Section A of the *Application for Work Permit (PDE-4565)*. The Principal-Issuing Officer will check to see if acceptable evidence of age is included in the student's school record.
 - **This form is an application ONLY. It is not a work permit.**
- The student will take *Application for Work Permit (PDE-4565)* with them for the Parent/Guardian to review and complete Section B. If acceptable evidence of age was not included in the student's school record, the parent will provide the student with proof of age to return with the form to the Principal-Issuing Officer.
 - Acceptable documents for proof of age include transcript of birth certificate, baptismal certificate or transcript, passport, permanent resident registration, driver's license/permit or state ID card with date of birth listed. If none of the above are available an affidavit may be submitted by the parent or guardian accompanied by physician's statement of opinion as to the age of the minor. (In this case approval from the School Board of Directors is necessary)
- Student will bring the signed application to the appropriate School Principal-Issuing Officer (High School Principal or Middle School Principal) along with acceptable proof of age if needed. The Principal-Issuing Officer will review grades and verify that the student is attending school consistently. **A Work Permit may be denied if the Principal- 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, a blue work permit will be issued to the student. The student must sign their permit in the presence of the Principal-Issuing Officer. A copy of Form PDE-4565 and the blue work permit must be scanned to the Superintendent before the student leaves. If the student is under 16 years of age a copy of LLC-75, Parental Acknowledgement of Minor's Duties and Hours of Employment <http://www.dli.pa.gov/Individuals/Labor-Management-Relations/llc/Documents/LLC-75.pdf> will be given to the student for completion after obtaining a job.
- 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.**
- The employer must notify the Principal-Issuing Officer in writing of the employment of a minor and shall detail the normal duties and hour of employment within five days after the beginning of employment and shall include the age and permit number of the minor. On termination of employment of a minor the employer shall notify the issuing officer within five days of the final day of employment that the minor no longer is employed.

Links

Pennsylvania Child Labor Act.

<http://www.legis.state.pa.us/CFDOCS/LEGIS/LI/uconsCheck.cfm?txtType=HTM&yr=2012&sessInd=0&smthLwInd=0&act=0151.&CFID=341765195&CFTOKEN=69173171>

Abstract of the Child Labor Act Hours Provisions.

<http://www.dli.pa.gov/Individuals/Labor-Management-Relations/llc/Documents/llc-5.pdf>

****Please complete the working papers checkbox in CSIU SIS for each student receiving Working Papers.**