

Work Permits for Non-RCSD Students

- **Work Permits can be obtained for a Non-RCSD student through email at workpermit@rcsdk12.org upon receipt of all necessary and signed documents** outlined in the steps below. Non-RCSD students are defined as Private, Parochial, Charter or Home school students that *do not* attend an RCSD School.

To better assist non-RCSD families in expediting work permit requests, please be sure to include:

- Your child's full name and school in the subject line of the email
- Your current, updated address in the body of the email
- A picture or scan of all necessary and completed documents attached to the email. Families can download the Adobe Scan app to a smart phone to scan the documents to email

Non-RCSD Students must follow these steps to obtain a work permit:

Step 1: Download an Application for Employment Certificate

Download/view an Application for Employment

at <http://www.p12.nysed.gov/sss/documents/AT17-FillableMay21.pdf>. More information about work permits are available on page 2 of the document.

Step 2: Parent Signature Required on Part I

A Parent /Guardian must complete Part I (Parent Consent) of the Application for Employment Certificate, with the student's information (i.e. name, address, zip code, and current age)

Step 3: Physical Fitness Form

Download/view a Physical Fitness Certification

at <http://www.p12.nysed.gov/sss/documents/AT-16fillable.pdf>. Have the form completed by your child's primary care provider.

Step 4: Necessary Documents

Email the following documents to workpermit@rcsdk12.org:

- Completed Application for Employment Certificate with Parent/Guardian signature
- Completed Physical Form with signature from child's primary care provider
- Proof of age: The student's copy or original birth certificate, baptismal certificate, current unexpired driver's license, current unexpired passport, plastic benefit card or permanent resident's card

Step 5: Verification and Issuance

The district designee will verify proof of age with the above documents, process the work permit and mail it to the home address provided.



Adam J. Bello
County Executive



City of Rochester, NY
Malik D. Evans, Mayor
Rochester City Council

