

# Work Permits for Non-RCSD Students

Work Permits can be obtained for a Non-RCSD student through email at [workpermit@rcsdk12.org](mailto: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](mailto: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.

