

FACT SHEET: WORK PERMIT REQUEST

Work permits can be obtained for all youth ages 14-17 within the City of Rochester through the Rochester City School District, but the process varies depending on if the student is enrolled in a Rochester City School or is a Private, Parochial, Charter, Urban/Suburban Program or Homeschooled student. Please consult the process below that best fits where or how your child attends school.

Work Permits for District Students (RCSD Only)

All Work Permit applications for RCSD students are processed and issued at a child's school.

Interested student applicants should see their school's main office clerical staff for support. |

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.

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 and Verification

School Clerical Staff will receive and verify the following:

- Completed Application for Employment Certificate with parent signature (see step 2)
- Completed Physical Form from Medical Professional with signature
- Proof of age: School Clerical staff will verify a student's age using PowerSchool, the District's Student Information System and check the school record box on the work permit application.

Step 5: Work Permit Processing and Issuance

School Clerical staff will issue correct work permit and complete the Date of Issuance, Minor name and birthdate. A student's Social Security number *is not* needed to complete this process. The student will be required to sign it on-site during issuance before receiving the work permit.

****Applicants outside of the Rochester City School District please see the School Counselor or Nurse**

