



A work permit can be obtained by following these steps:

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

Bring the following documents to your child's school or guidance office.

- Completed Application for Employment Certificate.
- Completed Physical Form.
- 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. School ID Cards are acceptable ONLY if it is the student's second permit from RCSD.