



## Department of Student Support Services

### Work Permit Process During COVID-19

#### PERMITS WILL BE PROCESSED ELECTONICALLY

PLEASE EMAIL THE REQUIRED DOCUMENTS TO [WORKPERMIT@RCSDK12.org](mailto:WORKPERMIT@RCSDK12.org)

*Suggestion: Take a picture of the documents and attach to the email or download the Adobe Scan app to your smart phone to scan the documents to the email address.*

**Please include your child's name and school in the subject line of the email.**

**Please provide your updated address in the body of the email.**

**Upon receipt of proper documentation, work permits will be mailed to the address provided.**

#### Step 1:

Please visit: <http://www.p12.nysed.gov/sss/documents/AT17-0320Fillable.pdf> for the Application for Employment Certificate.

#### Step 2:

Parent /Guardian must complete the Part I (Parent Consent) of the Application for Employment Certificate.

#### Step 3:

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

#### Step 4:

Email the following documents to: [WorkPermit@rcsdk12.org](mailto:WorkPermit@rcsdk12.org)

- 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. \*\*\* **Due to COVID-19, proof of age for RCSD students will be verified via PowerSchool** (The internal student management system).

#### Step 5:

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