

WORK PERMITS

Application Process Guide for Rochester City School District

1. Pick up an application for a work permit at guidance counselor's office or nurse's office.

14-15 year olds must pick up a **BLUE** application
16-17 year olds must pick up a **GREEN** application

To participate in **RochesterWorks! Summer Youth Employment Program/Summer of Opportunities**, your work permit must reflect your age at the start of the program in July.

You can't apply with a **GREEN** application **until you turn 16**,
so update your work permit **immediately** when you turn sweet sixteen!

2. Provide Proof of Age with the original or photocopy of ONE of the following:

- Birth Certificate
- Baptismal Certificate
- Current unexpired Driver's License
- Current unexpired Passport
- Permanent Resident Card
- Learner's Permit
- Social Security Card

Not Acceptable:

- School ID Card
- School Records
- Health insurance

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3. Have your doctor or school nurse sign your Pre-Employment Physical Certificate

Have your school nurse or a doctor fill out your pre-employment physical certificate found at the end of the work permit application. Your school nurse can sign your certificate if given proof of a physical from the past 12 months.

Proof can be: School physical form found at your school nurse's office or physical certificate from your doctor.

4. In person bring the application, proof of age, and pre-employment physical certificate to

Rochester City School District, Student Records
690 St. Paul St.
Rochester NY 14605

Present all documents at the Work Permit Counter next to room 116 during the hours of

Monday - Friday (except legal holidays)

Monday: 12:00 – 6:00 PM

Tuesday– Friday: 12:00 - 4:30 PM



RochesterWorks!
for Youth!

For more questions call RCSD student records at 585-262-8564

www.rochesterworks.org
www.facebook.com/rwyouth