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 of 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

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

   www.rochesterworks.org
   www.facebook.com/rwyoung