

Work Permit Checklist

(For use by parent/student when submitting a work permit request.)

Fax or Mail the completed packet to the address provided to you on the Work Permit Instruction sheet.

Student Name (Print clearly): _____

ES Name: _____ Employer: _____ Date Requested: _____

Renewal Work Permit: Fill out Top portion only and mail or fax this form to the school office.

New or Additional Work Permit: The school may not issue a Work Permit without all of the following:

1. _____ This **Work Permit Checklist**
2. _____ A complete and signed **“Statement of Intent to Employ Minor and Request for Work Permit”**(<http://www.ieminc.org/handbook/workexp/index.htm>)
3. _____ A copy of the student’s **Social Security Card** with the same name as the one in which the work permit is requested
4. _____ A copy of the student’s official **Birth certificate or Passport**
5. _____ Contact your student’s ES and ask them to send the school office their **“Work Permit ES Approval/Denial Email”**.

Add 3 working days for office processing after all required items have been received. The Permit to Employ and Work form will be mailed to the address indicated below, or you can arrange to pick up by contacting the school office listed on the Work Permit Instruction sheet.

Student’s address to mail Permit:
