

## Work Permit Policy & Instructions

If a student chooses to work, they must know that it is their first and primary priority to complete their school education. The following is a list of both state and school requirements that must be met in order to obtain a valid work permit:

### I. State Requirements

A) All students between the ages of 13 and 18 must possess a valid work permit before they may be legally employed at a job. It is illegal to start working until a work permit is approved and on file at both your school and employer.

### II. School Attendance

A) It is expected that students attend school all day in order to work that afternoon or evening. If a student is excused from school for medical, funeral, school related business etc., they would be allowed to work that day. If absenteeism is a problem or becomes a problem, a work permit can be denied or revoked.

### III. Jenison Work Permit Behavioral Policy

Any discipline issues that occur at Jenison Public Schools or any school related activities, can cause an Administrator or Career and Technical Education Director to deny or revoke a work permit.

### V. If You Are Offered Employment

A) Pick up a work permit form from the Career and Technical Education office (CTE) in the high school counseling office, or print a form from this website. NOTE: When using a form from this site, the 2 page form must be printed TWO-SIDED on one piece of paper.

B) Fill out the form in ink.

C) Students must first fill out Section I, and then bring the permit to their employer and they fill out Section II. PLEASE be sure all sections are filled out to avoid a delay in processing your application.

D) Hand the form into the CTE/Counseling office for approval. **Permits will be available for pick up within 48 hours.**

Permits must be obtained for all types of employment during the school year as well as for summer work.

Questions? Please email Molly Laureto at [mlaureto@jpsonline.org](mailto:mlaureto@jpsonline.org) or call (616) 667-3389