APPLYING FOR A STUDENT WORK PERMIT GIVEN SOCIAL DISTANCING REQUIREMENTS

NOTE: THE ADDRESS ON THE APPLICATION MUST MATCH THE ADDRESS ON THE STUDENT'S OFFICIAL RECORD.

Step 1

The student will download and Click HERE to complete the electronic Work Permit application form on computer.

OR

Step 1

Students may call 717-703-4008, or email studentrecords@hbgsd.us or write to the school district to request that a paper application be mailed to them.

Allowable Proof of Age Documents

- Official Birth Certificate/State or Government issued.
- A <u>Certified Baptismal</u> <u>certificate</u> or Transcript of the record of baptism. showing the date of birth
- A <u>Passport</u> showing the age of the minor.
- Any <u>certified</u> documentary record of <u>age other than a school</u> record or an affidavit of age, which appears to the satisfaction of the issuing officer to be sufficient evidence of age.

Step 2

The student's parent or legal guardian electronically signs the PDF or signs the paper application.

Step 3

The student attaches any required documents, such as a proof of age document, to the completed application and submits it to the school district.

Step 4

Upon receipt of the application and documentation, the issuing officer at the school district schedules an appointment with the student that adheres to social distancing guidelines.

Step 5

The student and the student's parent or legal guardian may Pre-arrange an method of social distancing for them "to appear before the issuing officer."

Step 6

The issuing officer mails a blue walletsized, paper work permit to the minor. The student signs the work permit when received and shows it to the employer, who makes a copy for their records. The student retains the original work permit.

Document Submission

- If applying electronically, the student may attach digital copies, such as a scan or digital photograph.
- If applying by mail with a paper application, the student should include photocopies of the required documents.
- If an applicant is <u>unable</u> to <u>provide</u> a required document <u>with their</u> <u>application</u>, they can present it to the school district issuing officer at the next stage of the process.