

Rush-Henrietta Health Office  
FAQ: WORK PERMITS - Student Information

1. Work permit application forms are available from the nurses' office.
2. You must complete Part 1 with your name and parent signature. Your social security number is no longer required on the application, but will need to be entered on your permit.
3. If you are enrolled at the SHS, we already have the proof of birth date. If you are not a student at RSHS, you must provide proof of birth - birth certificate, passport, driver's permit or license, etc. A photo documentation is necessary.
4. A current physical exam (given within 12 months prior to issuance of the employment certificate) is required. Check with the nurses' office to be sure you have a current physical on file with us.
5. You should return the application to the health office clerk at the beginning of the school day, in order to have your work permit at the end of the day.
6. Only part-time work permits can be issued as long as you are enrolled in school. Work permits are for ages 14-15 and 16-17. New applications are required when you turn 16. If a work permit is lost or damaged, you do not need to complete a new application. A duplicate can be issued.
7. Full-time permit applications must be signed by the parent/guardian in the presence of the issuing official unless the student has graduated and is still under 18. According to the State Ed. Dept., a student may not get a full time work permit if he/she is registered as a student in the district, no matter what program they are in.
8. The hours which you may work are printed on the back of the permit.