

SALESIAN

HIGH SCHOOL

Obtaining Work Permits

Student must be at least fourteen (14) years of age in order to obtain a work permit.

- Student obtains work permit forms from the guidance office.
- Complete Part I (parental signature).
- Counselor completes Part V (schooling record).
- Student must have a physical completed within the last 12 months on file with the school nurse. If this is the case, bring Physical Examination For Employment Certification to the school nurse for completion and signature. If the child has not had a physical within the last 12 months, he must go to his physician.
- Student must bring to his home school (public school district)* :
 - Birth or Baptismal Certificate
 - Passport
 - Driver's License
 - Resident Alien Card
- Student's social security number must be written on application where indicated. **Bring social security card for verification.**
- Student must appear in person to present documents

*If student is a resident of the Bronx, he must report to Herbert H. Lehman High School to present all documentation. If the student resides in Westchester, he must report to either City Hall or the Board of Education.

Parent is advised to call Lehman High School for students residing in Bronx county or the Board of Education in the Westchester home school district for students residing in Westchester county in order to determine the hours of operation.

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