

Elmira City School District



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From: Kim Holden FNP

Topic: Work Permit Issuing Procedure - Summer 2017

All students under age 18 must have a work permit if they wish to work. A Certificate of Physical Fitness is required in order for a student to obtain a work permit. Students must have a valid physical exam on file with the school nurse. If none is on file at school, one will need to be done by the student's private health care provider; this will be at the family's expense.

A SCHOOL NURSE WILL BE AVAILABLE AT THE ERNIE DAVIS ACADEMY NURSES' OFFICE TO REVIEW SCHOOL RECORDS TO SEE IF A CURRENT PHYSICAL IS ON FILE EVERY OTHER WEDNESDAY FROM 9-10 AM ONLY. (Dates: July 5th, July 19th, Aug. 2nd, Aug. 16th and Aug. 30th) A parent should accompany the student, to sign the application.

To get a working card (work permit), you will need:

- A completed application, signed by your parent or guardian.
- Proof of age - driver's license/learner's permit, birth certificate, passport, etc.
- A current physical - the nurse will tell you if you have a physical on file with your school that will qualify as a fitness certification for your working card, when you see her at the times above.
- **If you don't have a current physical on file at school, you will need to see your own doctor, nurse practitioner or physician assistant for this;** make sure you bring to the summer school RN:
 - a copy of your physical;
 - and/or a certificate of physical fitness signed by your healthcare provider.

If everything is in order, the nurse will issue your work permit when you meet with her.