

ASPEN RIDGE PUBLIC SCHOOL WORK PERMIT INFORMATION



HOW CAN A STUDENT GET A WORK PERMIT WHEN THEY ARE ENROLLED WITH ARPS?

IN ORDER TO OBTAIN A WORK PERMIT WHEN ENROLLED WITH ARPS, A STUDENT HAS TO MEET THE FOLLOWING CRITERIA:

- **ALREADY HAVE A JOB OFFER SECURED**
- **HAVE & MAINTAIN GOOD BEHAVIOR**
- **HAVE & MAINTAIN GOOD ATTENDANCE**
- **HAVE & MAINTAIN A 2.0 GPA (MEANING A "C "AVERAGE)**
- **COMPLETE A WORKER'S PERMIT APPLICATION REQUEST FORM AND GATHER THE APPROPRIATE SIGNATURES**

AFTER THE STUDENT SUBMITS THEIR WORKER'S PERMIT APPLICATION REQUEST FORM WITH ALL OF THE APPROPRIATE SIGNATURES, IT WILL TAKE A FEW DAYS TO PROCESS THE FORM AND GIVE THE WORKER'S PERMIT.

IN ADDITION, KEEP IN MIND THAT A WORKER'S PERMIT NEEDS TO BE RENEWED EVERY SCHOOL YEAR. THEREFORE, IF THE STUDENT DOES NOT MAINTAIN THE CRITERIA FOR A WORKER'S PERMIT, THE WORKER'S PERMIT MAY BE DENIED.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ASPEN RIDGE PUBLIC SCHOOL ADMINISTRATION.

***TURN THIS PAGE OVER TO LEARN MORE ABOUT THE AGE CRITERIA NECESSARY FOR A WORKER'S PERMIT.**

ASPEN RIDGE PUBLIC SCHOOL

WORK PERMIT INFORMATION



WHEN CAN A STUDENT WORK?

AGES 14 AND 15

- WHEN SCHOOL IS IN SESSION: ON SCHOOL DAYS STUDENTS CAN WORK A MAXIMUM OF 3 HOURS.
- NON-SCHOOL DAYS: STUDENTS CAN WORK A MAXIMUM OF 8 HOURS.
- WEEKLY MAXIMUM: STUDENTS CAN ONLY WORK A MAXIMUM OF 18 HOURS A WEEK.
- IF A HIGH SCHOOL STUDENT IS IN A WORK EXPLORATION CLASS, THEN THEY CAN WORK A MAXIMUM OF 23 HOURS A WEEK.
- WHEN NOT IN SESSION, THEN STUDENTS CAN WORK A MAXIMUM OF 8 HOURS A DAY, 40 HOURS A WEEK.
- STUDENT STILL HAS TO ATTEND SCHOOL DURING SCHOOL HOURS
- STUDENTS CAN WORK NO EARLIER THAN 7:00 AM AND NO LATER THAN 7:00 PM. FROM JUNE 1 TO LABOR DAY THE WORK HOURS MAY BE EXTENDED TO 9:00 PM.

AGES 16-17

- WHEN SCHOOL IS IN SESSION: ON SCHOOL DAYS STUDENTS CAN WORK A MAXIMUM OF 4 HOURS, MONDAY - THURSDAY.
- NON-SCHOOL DAYS: STUDENTS CAN WORK A MAXIMUM OF 8 HOURS, OR ON ANY DAY THAT PRECEDES A NON-SCHOOL DAY.
- WEEKLY MAXIMUM: STUDENTS CAN ONLY WORK A MAXIMUM OF 48 HOURS A WEEK.
- IF A HIGH SCHOOL STUDENT IS IN A WORK EXPLORATION CLASS OR A COOPERATIVE VOCATIONAL EDUCATION PROGRAM, THEN THEY CAN WORK A MAXIMUM OF 8 HOURS ON A SCHOOL DAY.
- WHEN NOT IN SESSION, THEN STUDENTS CAN WORK A MAXIMUM OF 8 HOURS A DAY, 48 HOURS A WEEK.
- STUDENT STILL HAS TO ATTEND SCHOOL DURING SCHOOL HOURS
- STUDENTS CAN WORK NO EARLIER THAN 5:00 AM AND NO LATER THAN 10:00 PM. HOURS CAN BE EXTENDED TO 12:30 AM ON NIGHTS PRECEDING NON-SCHOOL DAYS.
- IF STUDENT IS IN A WORK EXPLORATION OR COOPERATIVE VOCATIONAL EDUCATION PROGRAM, THEN THEY MAY BE AUTHORIZED TO WORK UNTIL 12:30 AM ON NIGHTS PRECEDING SCHOOL DAYS WITH WRITTEN PERMISSION.