

INSTRUCTIONS FOR OBTAINING WORKING PAPERS - Home Education; Private; Parochial; and Cyber School Students

IMPORTANT: A Work Permit will not be issued during school hours.

- Download a copy of the form *Application for Work Permit (PDE-4565)*
 - **This form is an application ONLY. It is not a work permit.**
- Parent/Guardian completes and signs Section B. Parent/Guardian provides student with proof of age.
 - Acceptable documents include original birth certificate, hospital record, baptismal certificate, passport, or Permanent Resident registration, driver's license/permit, or state ID card with date of birth listed.
- Student brings the signed application to the Allentown School District Administration Building Working Paper's Office located at 31 S. Penn Street in Allentown, along with acceptable proof of age of the student. The student and office staff complete Section A. **Office staff will verify that the student is attending school consistently. A Work Permit may be denied if the issuing officer judges that an applicant cannot maintain adequate academic achievement if permitted to work during the school year. Attendance is linked to achievement. For the same reason, an issued permit may be revoked.**
- If approved, the Office staff gives the student a blue work permit, and the student signs it in the presence of the Office staff.
- The student provides a **copy of the blue work permit** to their respective employer.