

Instructions for Obtaining Work Permit

Work Certificate forms consist of two parts both of which must be completed as follows:

1. **Application For Work Permit**

This form must be completed and signed by a parent or guardian.

Pledge of Employer

This section must be completed by your employer

2. **Physician's Certificate**

This form must be completed and signed by the student's physician. A copy of a recent sports physical may be submitted in lieu of this form.

After all forms have been completed, please take them to the Madeira High School Office, along with a copy of your birth certificate.

Please note: Work permits are processed on Fridays, please allow 4-5 business days to process.