

WORK PERMIT INFORMATION

Every minor under the age of 18 is required by the State of Michigan to have a valid Work Permit on file with both their school and place of employment. Work Permits can be picked up in the School to Career Office at the Jenison High School, or through your place of employment. Students 16 years of age or older must use the **YELLOW** form. If you are under 16, you must use the **PINK** form. Black and white copies of work permits will not be accepted.

All minors must appear in person before the School to Career office. Parents cannot obtain a work permit on behalf of their minor. Work permits can be denied or revoked due to poor grades or attendance.

WORK PERMIT PROCESS:

- Pick up the appropriate work permit form from the School to Career (STC) Office at Jenison High School
- **First:** Student fills out the top portion (**Section I**)
- **Second:** Employer fills out the middle portion (**Section II**)
- **Third:** STC office fills out (**Section III**) for finalization
- **Fourth:** Student picks up completed form at the STC office and returns it to their employer. Please allow **24-48** hours for processing
- Students **AND** their employers **MUST** fill out your work permit in **BLACK INK**. Any other colored ink will not be accepted per the State of Michigan
- **ALL** sections must be filled out accurately and completely. Incomplete/ incorrect forms, or use of any color ink other than black may result in a delay of processing