Instructions for Work Permits (as required per the State of Ohio)

A fee of $2 will be charged for each work permit, payable at the time the work permit is issued.

Entire form must be completed even if you have had a prior work permit. Incomplete forms will not be accepted.

“Application for Minor Work Permit”

“Student/Applicant Information”-- section is completed and signed by parent
The “Proof of Age” and the “Superintendent’s signature” areas remain blank.
School District is Winton Woods City Schools
The School is the building (high school, middle school, homeschool) you attend

“Pledge of Employer” section-- is completed by the employer
All areas must be completed
Complete mailing address including zip code and telephone
Tax Identification Number must be 9 digits

“Physician’s Certificate for Minor Work Permit”
A physical is good for a year from the date it was performed, so a new physical will not be needed within that time period. However, this portion of the form must be completed and dated at the physician(s) office and stamped with complete address and phone number of the physician(s) office each time a new permit is issued. (A copy of a current athletic physical form, when verified by the school athletic department, is the only exception.)

When entire form is completed, return it to the processing office along with your birth certificate. Any incomplete forms will not be accepted or processed until filled out properly.

Work permits will be available for pick up by the student the next school day. (Temporary Work Permits will no longer be issued.)

Must bring birth certificate

$2 due when application is turned in

Work permits can be picked up the next school day.