

Work Permit Process for 16 & 17-Year-Old

We **ONLY** issue work permits for the following:

- **All** Springfield Public Schools students.
- Students/minors who reside and attend a private school **located in Springfield, MA**, and their employment is in **Massachusetts**.
- Student/minor who lives and attends any school outside of Massachusetts and plans to work in **Springfield, Massachusetts**.

We **DO NOT** issue work permits for Charter Schools students.

On the Employment Permit Application Packet, please have the following information:

- **The employer must fill out their portion, and a signature from the employer is required.**
- **A parent/guardian field signature is required.**
- **Minor/student must sign on the last field section where it says signature of the minor.** (Please note a physician's signature is **not** required for students/minors who are 16 & 17).

For students/minors who attend a private school in Springfield, MA, or outside of Massachusetts who are currently enrolled in school, **please provide a letter on the school's letterhead that includes:**

- **Student/minor full name.**
- **Date of birth.**
- **Confirmation that they are an active student.**
- **The school letter must be signed by a school official.**

Once all of this is completed, **please send the Employment Permit Application Packet front and back (all pages), (school letter, if applicable) and a copy of a proof of age such as a birth certificate, State ID/driver's license, or passport via email** to workpermits@springfieldpublicschools.com

If you have issues submitting these documents via email, please call (413)787-6959.

Students/minors **MUST be present** if they decide to bring these documents to the Student Assignment Services Center, located at 91 School Street, Springfield, MA 01105. Masks are optional to enter the building. Hours of operation are Monday-Friday 8:00 a.m. until 4:00 p.m.