

# Work Permit Process for 14 & 15-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 School students.

By law, a 14 & 15-year-old must be an active student to obtain a work permit. If the minor is not an active student or has poor school attendance, **we cannot** provide a work permit.

**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.**
- **Your child's doctor must fill out the Physician's Certificate of Health field.**
- **Parent/guardian field signature is required.**
- **Minor/student must sign on the last field section where it says signature of the minor.**
- **A Record of School Attendance Form must be filled out entirely by the student's school designee.**

Once all of this is completed, **please send the Employment Permit Application front and back (all pages), the Record of School Attendance form, 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](mailto: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.