**Work Permit Directions**

1. Part A of the data sheet must be completed by the applicant. Please print in blue or black ink.
2. Part B must be completed by the company **BEFORE** a work permit can be issued.
3. When both parts **A & B** are completed return to the main office at school.

a. The applicant must be present to apply for a work permit.

b. He/she must present a birth certificate or a picture ID.

1. The hours of operation for obtaining a work permit are: 8:30am until 3pm**. No work permits will be processed between the hours of 11:45am and 1:00pm.**
2. Please CALL the main office if you have any questions or concerns at (706) 823-5580.