

Instructions for Obtaining a Work Permit

(Certificate to Employ a Minor 14 or 15 Years of Age)

Form LS-68 (04-14) AI

1. Section A of the form must be completed, dated, and signed by the employee (student) and parent.
2. Section B of the form must be completed, dated, and signed by the employer.
3. The form with completed sections A and B, the student's birth certificate (original) and the student's most recent report card showing a **cumulative grade point average of 2.0** or higher must be taken to the Hazelwood School District Learning Center for approval.
4. Student must be at least 14 years old.
5. The report card must indicate a minimum cumulative grade point average of 2.0 for the most recent quarter or semester.
6. Upon approval, Section C of the form will be completed and signed by the Assistant Superintendent in charge of Work Permits.
7. The original documents and a copy of all documents are given to the student. The student retains a copy of the documents for their records and gives the original Work Permit and a copy of the report card and birth certificate to the employer for their records.
8. A copy of all documents will be mailed to the Department of Labor and Industrial Relations.
9. A copy of all documents will be retained in the Hazelwood School District files.