

Summer Work Permit Procedures

Once school is over and until school resumes in August, see Dawn Bair between 7:00-11:00 or 12:00-3:00 at the EACS Administration Building in New Haven, 1240 SR 930 E. New Haven, IN 46774 (on the corner of SR 930 East and Green Street), by NHHS. **Students must present their forms in person, and permits will be completed while you wait.** 18 year old students and/or graduates do not need work permits.

1. Once you have been hired, complete an “Intention to Employ/A1” form with your employer, making sure all spaces are filled in. **It must have a legible parent signature.** (Blank forms are available on the website and outside the attendance office at LHS.)
2. Take a copy of your **birth certificate**, a **photo ID** (driver’s permit/license or school ID), and your **completed “Intention to Employ/A1” form** to the EACS Admin Building.
3. Once the official work permit is completed, sign it and take it to your employer to be kept on file.

*A student may be denied a work permit based on grades, attendance or discipline.