For Attleboro High School students Work Permits may be obtained at the Attleboro High School Main Office.

Work Permits are issued for students working in Massachusetts ONLY **

Any Attleboro student/resident who do not attend Attleboro Public Schools must present proof of age (birth certificate, and/or valid passport).

**Out of City/Town Students/Applicants: Working Papers are only issued to students/applicants who will be working in Attleboro.**

**Step 1:** Student obtains a valid job offer from employer and is instructed by employer to obtain an Employment Permit.

Student obtains a “Work Permit Application for 14 through 17 Year Olds”. This application can be downloaded online at [https://www.mass.gov/doc/youth-permit-process-2020pdf/download?_ga=2.141994869.698487866.1614176568-1366113978.1614176568](https://www.mass.gov/doc/youth-permit-process-2020pdf/download?_ga=2.141994869.698487866.1614176568-1366113978.1614176568)

*Step 2:* Ask the Employer to complete the following Section: Promise of Employment.

*Step 3:* For 14 and 15 year olds only – Ask your doctor to complete the Physician’s Certificate of Health.

Physician (Please note: Students may not submit copies of health/ immunization records) ONLY AGE 14-15 ARE REQUIRED TO HAVE PHYSICIAN SIGNATURE •

*Step 4:* Ask your Parent / Guardian to sign the Application.

*Step 5:* The Applicant signs and dates the Application/

*Step 6:* Central Office is processing Employment Permits electronically.

Once the Application is complete please e-mail the Promise of Employment along with the following information:

- Minor’s Full Name:
- Minor’s Address:
- Minor’s Place of Birth:
- Date of Birth:
- Current Age:
- Hair Color:
- Eye Color:
- School Last Attended:
- Grade Last Attended:

Please e-mail this information to: jnelson@attleboroschools.com or amcginnes@attleboroschools.com