

Districts 27 and 225

Note: District 27 Work Permits are reviewed and issued by the Student Services Department at Glenbrook North High School. Inquiries may be made to Ms. Catherine Morton, Counselor Assistant. Ms. Morton can be reached at 847-509-2533 and cmorton@glenbrook.k12.il.us.

Work Permit Information Required by Illinois Child Labor Laws

Work permits may be issued when a student who is under age 16 provides the following information:

1. FROM THE EMPLOYER:

Statement of intention to employ, on letterhead stationery, including:

- Description of specific occupation or duties
- Exact hours per day the student will work
- Number of days per week the student will be employed

2. FROM THE PARENT:

In accordance with the State of Illinois guidelines, a parent must come to the Guidance office during the work permit application process to sign a work permit parent consent form. The Guidance office is open between 7:15 a.m. and 3:30 p.m.. If a parent is unable to come into the Guidance office because of a work schedule, she/he should call 509-2533.

3. FROM THE DOCTOR:

A note stating the student is in good health. This note must be current within a twelve-month period and **may be faxed to the Guidance Department at 847-509-2603.**

IN PLACE OF A DOCTORS NOTE:

- **Freshman students** may use a copy of their current physical which is on file in the GBN Health Office
- **Students participating in sports** may obtain a copy of their current physical on file in the Athletic Office

4. **EVIDENCE OF AGE:**

Only one of the following is required:

- Birth Certificate
- Baptismal Certificate
- Passport
- Bible Record
- Certificate of Confirmation or other religious ceremony
- Any official document to prove date of birth

5. **WORK PERMITS MUST BE RENEWED ANNUALLY**

Additional information may be obtained from the amended (1993) Illinois Child Labor Laws. You may secure this information through the Illinois Department of Labor at 312-793-2804