

Procedures for Obtaining a Work Permit

If you are currently enrolled at Palatine or Fremd High School:

- 1) Student can pick up Work Permit Application form with instructions at the High School Guidance Office.
- 2) Use the attached "letter of intent" in lieu of the "Employer's Statement" portion on the Work Permit Application form.
- 3) School nurse can sign if current physical is on file or you must have applicants doctor sign.
- 4) Parent or Guardian must come to School Guidance Office and sign in front of staff. (Parent or Guardian must have photo Identification of himself or herself).
- 5) School staff will advise when the work permit can be picked up. You will receive two copies, one of which you provide to the Park District.

If you are currently enrolled at a District 15 School:

(It will take multiple trips for the entire process)

- 1) Pick up two forms at either the District 15 Educational Service Center (580 N. First Bank Drive, 847-963-3000) or school child attends.
 - a) Certificate of Physical Fitness (white card) to be filled out by applicant's doctor.
 - b) Principal's Statement (pink card).
- 2) Use the attached "letter of intent" in lieu of the "Employer's Statement" portion on the form.
- 3) Have applicants certified birth certificate (copy) to present District 15.
- 4) Drop off completed above items at the District 15 Educational Service Center (580 N. First Bank Drive, 847-963-3000). Processing typically takes 24-48 business hours.
- 5) When you return to the District 15 Educational Service Center to pick up the work permit you will receive two copies, one of which you provide to the Park District.