

## Work Permits During School Closure

Once you have been hired follow the steps below:

1. Fill out the [Work Permit Application](#)
  - a. Complete **Minor's Information** section
  - b. Complete **School Information** section
  - c. Your employer will complete the section **To be filled in an signed by employer.**
  - d. Parent/Guardian completes and signs the section **To be filled in and signed by parent or legal guardian.**
2. Once your Work Permit Application is filled out please email it with your proof of age to [Workpermits@mcoe.org](mailto:Workpermits@mcoe.org).

Proof of age is needed to verify if you qualify for a work permit and to verify how many hours per week you can work.

Please email with your Work Permit Application **one of the following:**

- Picture of your Aeries demographics page showing your name and date of birth.
- Picture of your CA ID
- Picture of your Medical Card – make sure it includes your Date of Birth
- Picture of your Passport
- Picture of your Birth Certificate

If you have any questions, please email us at [Workpermits@mcoe.org](mailto:Workpermits@mcoe.org), someone will respond to your email in a timely manner.

**Congratulations on your job!**