

**Central York High School: Work Permit application process given social distance requirements.**

Please follow modified steps below to obtain work permit from Central York High School. If you should have any additional questions please contact Dr. Potteiger at 717-846-6789 x1301 or by email [gpotteiger@cysd.k12.pa.us](mailto:gpotteiger@cysd.k12.pa.us)

1. The student/parent/guardian will [download and complete the electronic Work Permit application from the PDE website](#). Students unable to access the electronic application should call 717-846-6789 or write to Central York High School: 601 Mundis Mill Road York, PA 17406, requesting that a paper application be mailed to them. In addition, a PDF attachment for the work permit application has been provided for your convenience. Please leave blank the following information in upper right hand corner of the application: Date of application, Permit #, Date Issued (these items will be filled out by office personnel).
2. Parent/legal guardian should electronically sign electronic work permit application or attached PDF application.

**NOTE:** Not all students need approval from a parent or guardian to apply for a work permit. For example, no signature is required if the minor provides official proof that they have graduated high school. More information about these exceptions is available on the [Pennsylvania Child Labor Law section of PDE's website](#).

3. The student/parent/guardian attaches any required documents, such as a proof of age document, to the completed application and submits it to the school district.
  - a. If applying electronically, the student may attach digital copies, such as a scan or digital photograph to [ehinchcliff@cysd.k12.pa.us](mailto:ehinchcliff@cysd.k12.pa.us).
  - b. If applying by mail with a paper application, the student should include photocopies of the required documents and send to: 601 Mundis Mill Road York, PA 17406.

A list of required documentation is found on the [Pennsylvania Child Labor Law section of PDE's website](#). Please be aware that all required documentation must still be submitted and reviewed; the temporary change relates only to the format in which those documents may be submitted to, and accepted by the school district.

4. Upon receipt of the application and documentation, Central York High School personnel will ensure that all documents required by law have been examined/approved and then will send the work permit through U.S. mail. This work permit will have a number, date of issuance, and signature of issuing personnel. Please allow 10-14 days for processing/completion of the work permit.
5. After receiving the work permit via U.S. mail, student should sign the work permit to show to their employer, who will then make a copy for their records. The student retains the original work permit.