

NEW HOPE-SOLEBURY HIGH SCHOOL

Working Paper Application/Directions

DIRECTIONS FOR COMPLETION OF FORM:

1. Download and complete the [Application for Work Permit from the PDE website](#).
The school district name & address is: New Hope-Solebury School District
 180 West Bridge Street
 New Hope, PA 18938

2. The student's parent or legal guardian must either electronically sign the PDF or print out and sign the paper application. The paper copy can then be scanned or photographed to attach to an email. The copy must be clear and legible.

3. Email the completed and signed application, along with a **copy of the student's birth certificate or passport** (scanned or photographed) to CNealis@nhsd.org.

ISSUANCE OF WORKING PERMIT:

1. Once received, the issuing officer will schedule a zoom meeting with the applicant. The purpose of the appointment is to enable the applicant to "appear before" the issuing officer, in accordance with the Child Labor Act, while following social distancing guidelines. The meeting will verify all proper documents have been received and the application was completed accurately.

2. The school district will mail the working permit to the student at the address on the application.

3. The student must sign the work permit and show it to the employer, who makes a copy for their records. The student retains the original work permit.

If you have any questions, please contact CNealis@nhsd.org.

