

# Fowlerville Community Schools

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Matt Stuard, Superintendent

Minors in the State of Michigan who wish to work, must first complete a work permit. This work permit must be completed by the employer, the student, and then by the school district. Work permits can be picked up at the High School, B Wing entrance (FHS door #7), from a pocket on the left-hand side of the outside of the door. Two different forms are available:

**For students 16 years of age or older**

**For students under the age of 16**

## THE PROCESS IS SIMPLE:

All sections must be completed, no empty spaces.

1. Section 1 must be completed and signed by the student.
2. Section 2 must be completed by the new employer, which includes a list of job duties, location of the business, hours of work and a signature.
3. After the Section 1 and Section 2 are completed, the student must apply in person with the work permit form in the High School Counseling Office, in order for a signed work permit to be issued. Hours for this are Monday-Friday from 7:00 am-2:00 pm at the High School office Summer Procedure-Go to the High School, door #1, to enter the High School. An Administrative Assistant or Administrator will buzz you in and direct you how to proceed. Since the student is the worker, the student must be present to issue the permit. This is a State of Michigan requirement. During the summer, if no one is available at the High School please come to Central Office.
4. A school signed work permit must be on file with the employer before a minor can start work. A copy of the work permit will be kept as part of the student's file.

If you have questions regarding work permits, please contact an Administrative Assistant at the High School at 517.223.6060 or 517.223.6050.