WORK PERMIT REQUIREMENTS & INFORMATION

Work Permits are Issued to HPHS Students Only

Step 1: Be Hired and with a letter of intent, the letter must include:
- Employer's Letterhead
- Job Description
- EXACT hours of the day
- Number of hours per day
- Days per week
- Employer Signature

Step 2: Gather all the required documents:
- Letter of Intent
- Copy of physical form or Physicians Letter (Nurse’s office A-132)
- Copy of birth certificate, passport, or baptism certificate
- Completed Work Permit Application and signed by parent/guardian

Step 3: Have a parent/guardian email/call me saying they give you permission to work

Step 4: Email me to schedule a 10 minute appointment (student only)
  
  During the School Year
  Brenda Maravilla
  bmaravilla@dist113.org
  224-765-2040

  During the Summer
  Sujey Gomez
  sgomez@dist113.org
  224-765-2042

PLEASE NOTE:
- Work permits are issued at Highland Park High School as a service to students.
- All requirements are state mandates.
- Employment certificates cannot be issued to minors 0 months through 13 years of age unless the minor will be employed as a model pursuant to Section 250.260 of the Child Labor Law.
- Work permits are valid for 1 year and for 1 employer only

State of Illinois Child Labor Hour Restrictions (820 ILCS 205/3):

A 14 or 15 year old minors may NOT work:
- before 7 a.m.
- after 7 p.m. between Labor Day and June 1
- after 9 p.m. June 1 through Labor Day
- more than 8 hours on non-school days
- more than 3 hours on school days
- more than 24 hours during school weeks
- more than 48 hours during non-school weeks
- more than six days per week