

### Working Paper Instructions

Students who attend Lehigh Area School District or reside in the district, may either report to the high school main office to have an Application for Work Permit completed, or print the attached application from home if an employer requires them. The application will need to be completed and signed by the student's parent or guardian and then returned to the high school office on any school day between the hours of 7:30 am and 3:30 pm. The work permit will then be prepared and will need to be signed by the student before they can present it to an employer for them to make a copy for their records. The student should retain their original work permit as it is transferable to any job while in high school.