



Superintendent's Circular

NUMBER:
SSS-09
Version 01

EMPLOYMENT PERMIT APPLICATIONS AND ISSUANCE OF WORK PERMITS FOR STUDENTS AGES 14 THROUGH 17

*This circular will remain in effect unless rescinded or superseded
by a subsequent version*

During the school year, all Boston Public School students requiring working papers (employment permits and educational certificates) will obtain such from guidance counselors or designated staff in their individual schools.

- Guidance counselors will supervise the issuance of working papers, but the secretary designated by the principal or head of school will perform the clerical process of issuing the papers.
- Principals and heads of school will determine the time that the secretary will perform this function.
- Occasionally, exceptional circumstances (e.g., heavy workload, unscheduled assignments) occur, making it impossible for the secretary to perform this task. During those times, the guidance counselor will process working papers.

Charter schools are public schools. Charter school students will obtain the employment permit from their school staff.

Parochial, private, and METCO school students who are residents of Boston will obtain the required permits/certificates through the Welcome Centers of the Boston Public Schools using the online process located on the BPS website www.bostonpublicschools.org. Boston Public School students can also obtain their permits/certificates using the online process located on the Boston Public Schools website www.bostonpublicschools.org when their school is not in session (e.g., summer months, school vacations, etc.).

PROCEDURE

All students under the age of 18 must obtain a work permit before starting a new job per Massachusetts General Laws, Chapter 149, Sections 86-89.

The following process must be followed as outlined in the Commonwealth of Massachusetts Employment Permit Application for 14 through 17-year-olds.

1. All students must obtain a Promise of Employment.
2. The employer must complete the Promise of Employment section and sign off on it.
3. ONLY 14 and 15-year-olds must obtain a signed physician's certificate of health.
4. All students must have their parent/guardian sign the permit application.
5. The student must also sign the permit application.

6. When the permit application is completed, it should be returned to the school guidance
7. counselor or the school designee.

The school staff will verify the date of birth and issue a work permit. The employment permit application will be kept on file. If it is during non-school periods, or the student does not attend a Boston Public School, but is a resident of Boston, the student will utilize the BPS online Youth Work Permit Request form located on the website www.bostonpublicschools.org. Proof of the student's age, such as a birth certificate, passport, immunization record, etc., should be provided. An employment permit will then be issued.

Please note that a work permit may not be issued to a parent. Massachusetts General Laws Chapter 149, Section 89 requires that the child appear in person with proper identification.

According to the Commonwealth of Massachusetts (<https://www.mass.gov/service-details/youth-employment-permit-information>): all teens under 18 years of age must complete a work permit application and get a work permit before starting a new job. Please see the [complete summary of the Massachusetts laws regulating child labor](#) for further information.

With very limited exceptions, minors under the age of 14 may not work. All minors under the age of 18 must complete an employment permit application and get their permit before starting a new job. You can download [Youth Employment Permit](#)

[Application](#) and [Youth Permit Process](#). You can also access these forms in [Spanish](#), [Portuguese](#), [Chinese](#), and [Vietnamese](#).

FORMS

1. Employment permit applications can be found and printed at <https://www.mass.gov/service-details/youth-employment-permit-information>
2. When school is not in session, please complete this [form](#) and upload the required documents. Once completed, a BPS Welcome Services team member will contact you within two business days regarding the next steps for your work permit. Parochial, private and METCO school students that are Boston residents may utilize this form during the entire year.

For more information about this circular, contact:

Name:	Director of Guidance, Office of Schools & Accountability
Department:	Guidance Services, Office of Schools & Accountability
Mailing Address:	443 Warren Street, Dorchester, MA 02121
Phone:	617-635-8030
E-mail:	cchiu@bostonpublicschools.org ; Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent