

Follow these easy steps to obtain your work permit

1. Get hired!
2. Obtain a work permit
 - a. Download from this site or
 - b. Request a work permit application from Krystal Clark : krystal.clark@middletown.org
3. Student, parent/guardian and employer should read the document prior to signing.
4. All information must be completed in Blue or Black ink.
5. Student completes the top part under "Minors Information". All information must be provided, including phone number, and Social Security Number.
6. Parent/Guardian must print name and sign under parent or legal guardian section.
7. Employer must complete ALL information under "to be filled out and signed by employer".
8. Once permit is complete please scan and email your work permit to krystal.clark@middletownusd.org
9. If you cannot upload your permit please bring your permit to the Middletown High School office.

Krystal Clark will issue the work permit via email or you can make arrangements with her to pick it up.

If you have any questions please email: krystal.clark@middletownusd.org

** If you are currently employed and would like to obtain a summer work permit,
please contact Krystal Clark ASAP.