

Elmira City School District



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June 2018

To: Middle and High School Principals
Middle and High School Guidance Offices
Middle and High School Nurses
Derek Almy; Debra Knoll; Kathleen McDarby; Beth Manwaring
Todd Hadlock

From: Kim Holden FNP

Topic: Work Permit Issuing Procedure - Summer 2018

All students under age 18 must have a work permit if they wish to work. A Certificate of Physical Fitness is required in order for the student to obtain a work permit. Students must have a valid physical exam on file with the school nurse. If none is on file at school, one will need to be done by the student's private health care provider; the district does not provide physicals for work permits.

A SCHOOL NURSE WILL BE AVAILABLE AT THE BROADWAY ACADEMY NURSES' OFFICE TO REVIEW SCHOOL RECORDS TO SEE IF A CURRENT PHYSICAL IS ON FILE:

- June 25th through June 29th - call Mrs. Holden at 735-3590 to arrange a meeting
- July 9th through Aug. 3rd - Mon. through Fri. 8 AM - 3 PM
- Aug. 6th through Aug. 23rd - Tues., Wed., and Thurs. 8:15 AM - 11:15 AM

To get a working card (work permit), you will need:

- A completed application, signed by your parent or guardian.
- Proof of age - driver's license/learner's permit, birth certificate, passport, etc.
- A current physical - the nurse will tell you if you have a physical on file with your school that will qualify as a fitness certification for your working card, when you see her at the times above. (You may call her at 735-3111 or come in person.)
- **If you don't have a current physical on file at school, you will need to see your own doctor, nurse practitioner or physician assistant for this;** make sure you bring to the summer school RN:
 - a copy of your physical;
 - and/or a certificate of physical fitness signed by your healthcare provider

If everything is in order, the nurse will issue your work permit when you meet with her.
Broadway Academy Nurses' Office phone: 735-3310 or 735-3311

Students who wish to obtain a full-time work permit must contact district Administration at 735-3040. (Must be 17 years old AND graduated or dropped out of school.)