WORK PERMIT REQUIREMENTS

STUDENTS OBTAINING WORK PERMITS NEED THE FOLLOWING BEFORE IT CAN BE PROCESSED. THIS INFORMATION IS REQUIRED BY THE STATE OF WISCONSIN.

• SOCIAL SECURITY CARD
• BIRTH CERTIFICATE/DRIVERS LICENSE
• PERMISSION LETTER FROM EMPLOYER
• PERMISSION SIGNATURE FROM PARENT
• A FEE OF $10

WORK PERMITS MAYBE OBTAINED IN THE MAIN OFFICE BETWEEN THE HOURS OF 8 AM AND 2 PM DURING SCHOOL DAYS AND SUMMER VACATION. WORK PERMITS MAY ALSO BE OBTAINED AT THE:

WORK FORCE DEVELOPMENT
2615 East Ave. So.
608 789-5620

IN THE EVENT THE STUDENT CHANGES EMPLOYERS, A NEW WORK PERMIT MUST BE ISSUED.