

MODIFIED PROCEDURES FOR WORKING PAPERS

The Department of Education and the Pennsylvania Department of Labor have temporarily modified the process for applying for a work permit to enable permits to be issued during school closures due to the COVID-19 pandemic.

The steps below describe the temporary modified procedures:

- Student will download and complete [The Work Permit Application](#) found on the Boyertown Area School District website or found at working papers pa.

Note: The student's parent or legal guardian's signature is required on the application.

- The student attaches one of the required documents (scanned) as noted on the application (showing proof of age), to the completed working paper application and submits it via email to the school district.
- In your email to the school, please provide a phone number where you can be reached for questions.

If applying electronically, the student will attach the application and the proof of age document and send to:

pmahoney@boyertownasd.org

If applying by mail*, the student will mail the application and the proof of age document to:

**Boyertown Area Senior High
120 North Monroe Street
Boyertown, PA 19512**

ATTN: Patt Mahoney, working papers

(* this process could take up to 2 weeks to complete.)

- After received by the insuring officer, the permit will be processed and mailed to the address that the student has provided.

Unfortunately, the school district cannot issue a work permit electronically as the permit must continue to be issued on a wallet-sized piece of paper, which the student should keep, after their employer makes a copy for their records. Therefore, the district will need to mail the permit to the student.

If you have any questions, please feel free to call Mrs. Patt Mahoney @610-473-3683.