Work Permits During School Closure

Once you have been hired follow the steps below:

1. Fill out the Work Permit Application
   a. Complete Minor’s Information section
   b. Complete School Information section
   c. Your employer will complete the section To be filled in and signed by employer.
   d. Parent/Guardian completes and signs the section To be filled in and signed by parent or legal guardian.

2. Once your Work Permit Application is filled out please email it with your proof of age to Workpermits@mcoe.org.

   Proof of age is needed to verify if you qualify for a work permit and to verify how many hours per week you can work.

   Please email with your Work Permit Application one of the following:
   - Picture of your Aeries demographics page showing your name and date of birth.
   - Picture of your CA ID
   - Picture of your Medical Card – make sure it includes your Date of Birth
   - Picture of your Passport
   - Picture of your Birth Certificate

If you have any questions, please email us at Workpermits@mcoe.org, someone will respond to your email in a timely manner.

Congratulations on your job!