

Hello Student!

This information will help you to obtain a Work Permit in 3 easy steps:

**STEP #1** Print and Complete the [Work Permit Application](#). **MUST have signatures** from the employer, parent/guardian, doctor (*Doctor signature only required if age 14 or 15 - A copy of a recent physical will also be accepted*) and you!

Non-NPS Students ONLY: If you do not attend Newton Public Schools, please also include the [School Record](#) form along with your work permit application.

**STEP #2** Proof of Identification. **ONE of the following:** Birth Certificate, Passport or MA License.

**STEP #3** Please scan the completed Application, Proof of Identification and School Record form (*if applicable*). Save as PDFs and email to [mixl@newton.k12.ma.us](mailto:mixl@newton.k12.ma.us).

Subject Line: Work Permit Application for YOUR NAME

(If you do not own a scanner, download a FREE SCAN application, ex. Genius Scan).

Once processed, your official work permit will be EMAILED back to you. Once you receive it, please sign before submitting to your employer.

The permit will expire on your 18th birthday.

Additional Work Permit questions? Please email Lisa Mix at [mixl@newton.k12.ma.us](mailto:mixl@newton.k12.ma.us).