

**PETERS TOWNSHIP HIGH SCHOOL  
PROCESS FOR OBTAINING A WORK PERMIT**

- Download complete sections A and B of the electronic work permit application form. Note that while some fields may be completed electronically, you will need to print the form to complete the necessary signature. Download form here:  
<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Application%20for%20Work%20Permit.pdf>

NOTE: Leave the date of application, date of issue, and permit number in the top right corner of the application **BLANK**. “Place of residence” is only necessary if the student also resides in a secondary address apart from the parent who is signing and indicating a residence on the bottom right.

- Scan and email the completed form along with a copy of the student’s birth certificate or passport to [workpermits@ptsdwebapps.com](mailto:workpermits@ptsdwebapps.com).
- A reply email will include a date and time for the student to report to the High School to sign and receive his/her work permit **-OR-** a reason indicating further information is required. **Specific time slots will be assigned in order to maintain social distancing requirements.**
- On the scheduled date/time, students must remain in the car until the scheduled time. The student will enter the lobby and report to the Attendance Office Window.
- A high school staff member will be in the Attendance Office to process the work permit, witness the signature, and provide further instructions regarding work permits.