



Mikaelian Education Center
615 Locust Road; Wilmette, IL 60091
v 847-256-2450 x 6047 f 847-256-1920
www.wilmette39.org

WORK PERMIT Students in Wilmette District 39

All students under the age of 16 are required to obtain a work permit before their first day of work. To obtain a work permit you can go to, the Mikaelian Education Center, 615 Locust Road, or your child’s school to pick up the forms. These forms can also be downloaded from the district website under the Parent drop down. Please complete the following two forms:

- A form to be filled out by your physician
- A form to be filled out by your principal

You must also bring with you the following:

- Birth Certificate (Original and then we make copy)
- Social Security Card (Original and then we make copy)
- Letter of Intent from Employer (From Employer)
- Parental permission note, with current address

When you have all this information together please bring it to 615 Locust Road.

Central School
910 Central Ave
Wilmette, IL 60091
v 847-251-3252
f 847-251-4086

Harper School
1101 Dartmouth
Wilmette, IL 60091
v 847-251-6754
f 847-251-4176

McKenzie School
649 Prairie Ave
Wilmette, IL 60091
v 847-251-2295
f 847-251-4067

Romona School
600 Romona Rd
Wilmette, IL 60091
v 847-256-0211
f 847-251-4153

**Highcrest
Middle School**
569 Hunter Rd
Wilmette, IL 60091
v 847-853-2900
f 847-256-0083

**Wilmette Junior
High School**
620 Locust Rd
Wilmette, IL 60091
v 847-256-7280
f 847-256-0204

**STATE OF ILLINOIS
DEPARTMENT OF LABOR
CERTIFICATE OF PHYSICAL FITNESS
Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22**

Name _____ Address _____

City _____ State _____ Zip _____ Date of Birth _____

Sex _____ Color of Eyes _____ Color of Hair _____

Name of Employer _____

Address of Employer _____

Description of Work Requested _____

Remarks: (Physical Fitness for Requested Work) _____

Name of Examiner Signature of Examiner Date

IL 452-0099 (6/95)

This form is furnished by the Department of Labor, or may be reproduced.

Principal's Statement to Issuing Officer As Required by Section 12-3 Child Labor Law of Illinois in Effect June 30, 1947

DATE _____ NAME OF SCHOOL _____

This is to certify that the undersigned has interviewed _____ (Name of Minor) residing at _____ (Address of Minor) and that said minor requests that an employment certificate be issued permitting employment outside of school hours. The school records disclose that above-named minor was born _____ 20, _____ and has completed the _____ (Last Grade). He or she is in school from _____ A.M. to _____ P.M. with $\frac{1}{2}$ hour for lunch. Parents' names are:

(Father)

(Mother)

According to the school records, above-named minor is making satisfactory progress; therefore, I recommend an employment certificate be issued for present employment.

MINOR. PLEASE NOTE: EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

PRINCIPAL _____

By _____

NOTE: THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING OFFICER WHO WILL ISSUE NECESSARY EMPLOYMENT CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY TO MEET LOCAL CONDITIONS.

ILLINOIS DEPARTMENT OF LABOR 160 N. LASALLE, STE. C-1300 CHICAGO, IL 60601

Parent/Guardian Approval Letter

Date: _____

Parent/Guardian Name: _____

Home Address: _____

City, State, Zip Code: _____

I hereby give my permission for _____ to work
(Minors Name)

at _____.

Parent/Guardian Signature: _____