

## Working Papers Procedure

1. The student/parent/guardian will download and complete the electronic Work Permit application from the PDE website.  
(<https://www.education.pa.gov/Documents/Codes and Regulations/Application for Work Permit.pdf>) Students unable to access the electronic application should email [aeichler@hanoverarea.net](mailto:aeichler@hanoverarea.net) to request that a paper application be mailed to them.
  - If a student is under 16 a Parental Acknowledgement of Minor's Duties and Hours of Employment needs to be completed by employer and emailed to [aeichler@hanoverarea.net](mailto:aeichler@hanoverarea.net)
2. The student's parent or legal guardian electronically signs the PDF then emails it along with proof of age (birth certificate, baptismal certificate, passport or drivers license/permit) to [aeichler@hanoverarea.net](mailto:aeichler@hanoverarea.net)
3. After application and proof of age documents are received a Work Permit will be completed and mailed to the student.

Any student who had working papers and needs a copy can request one by email.

Questions can be email to [aeichler@hanoverarea.net](mailto:aeichler@hanoverarea.net)

Any student who is unable to email the applicant or a copy of proof of age can mail it to:

Hanover Area Jr/Sr High School  
Attn: Amy Eichler  
1600 Sans Souci Parkway  
Hanover Township, PA 18706