



Opportunity · Unity · Excellence

### Remote Process for Obtaining Working Papers

In accord with guidance from the Pennsylvania Department of Education, Upper Darby School District continues to process working paper applications and to issue working permits during the state-mandated Coronavirus/COVID-19 school closure. Inquiries and applications are directed to the issuing officer at a remote work location using the contact information below.

**Contact:** Bregetta Williams  
[workingpapersrequest@upperdarbysd.org](mailto:workingpapersrequest@upperdarbysd.org)  
610 622 7000, ext. 2306

**District Address:** Upper Darby School District  
Attn: Working Papers  
4061 Bond Avenue  
Drexel Hill PA 19026

<b>How does a student apply for a work permit, given social distancing requirements?</b>
--

Labor and Industry has waived the in-person requirements of the work permit process for the remainder of the 2019-20 academic year and while the Governor's stay at home order is in effect. The steps below describe the temporary modified procedures.

1. The student will [download and complete the electronic Work Permit application from the PDE website](#). Students unable to access the electronic application should call or write to the school district to request that a paper application be mailed to them. **IMPORTANT: Please complete each section of the application and review the application for accuracy prior to submitting it. Once submitted, the document becomes a pdf and will need to be sent back to the applicant for any needed changes.**

2. The student's parent or legal guardian electronically signs the PDF or signs the paper application. The student may attach a digital copy, such as a scan or digital photograph, of the signed application. *NOTE: Not all students need approval from a parent or guardian to apply for a work permit. For example, no signature is required if the minor provides official proof that they have graduated high school. More information about these exceptions is available on the [Pennsylvania Child Labor Law section of PDE's website](#).*
3. The student attaches any required documents, such as a proof of age document, to the completed application and submits it to the school district.
  - If applying electronically, the student may attach digital copies, such as a scan or digital photograph.
  - If applying by mail with a paper application, the student should include photocopies of the required documents.
  - If an applicant is unable to provide a required document with their application, they can present it to the school district issuing officer at the next stage of the process.

*A list of required documentation is found on the [Pennsylvania Child Labor Law section of PDE's website](#). Please be aware that all required documentation must still be submitted and reviewed; the temporary change relates only to the format in which those documents may be submitted to, and accepted by, the school district.*
4. Upon receipt of the application and documentation, the issuing officer at the school district schedules an appointment with the student that adheres to social distancing guidelines. The purpose of the appointment is to enable the applicant to "appear before" the issuing officer, in accordance with the Child Labor Act, while following social distancing guidelines. It also enables the issuing officer to verify a proof of age document if one is required but the student was not able to provide a copy with the application. Appointments will be held by way of videoconference. Ms. Williams will send an invitation for the videoconference appointment to the email address provided by the applicant. The applicant will need to confirm the appointment no later than 24 hours prior to the appointment time.
5. The school district issuing officer ensures that all the documents required by law have been examined, approved and filed, and all conditions and requirements for issuing a permit have been fulfilled, and then mails to the minor a wallet-sized, paper work permit bearing a number, the date of issuance, and signature of the issuing officer.
6. The student signs the work permit when received and shows it to the employer, who makes a copy for their records. The student retains the original work permit.