

East High Main Office

Summer Hours:

Monday—Friday, 8am—1pm



Work Permits: Please arrive at least 30 minutes prior to the above closing time for a work permit. Be sure you have all five items as they are State required!

1. **Proof of age:** One of the following - minor's birth certificate, driver's license, State ID card, or passport
2. **Minor's social security card** (no photocopies)
3. **Written letter from the employer on their letterhead** expressing intent to hire (must have minor's name on letter), describing job duties & hours of work
4. **Written parent consent**
5. **\$10.00 permit fee** – cash or check payable to East High School

Summer School Office - room 2031

All mail deliveries go to room 1037