



## **Circle of Independent Learning (COIL) Work Permit Applications During School Closure**

Students: Those of you who are eligible to apply for and receive a work permit will be able to begin the process the week of May 4th. You will need to fill out the “Work Permit Request form” and follow the below procedures. *Please remember you need to obtain a job prior to applying for a work permit as the employer must fill out their portion of the application.*

Parents: Please remember to ensure that your child and their potential employer are observing all Federal, State, and local guidelines to ensure health and safety precautions are followed.

### **Electronic Processing:**

If you wish to obtain a work permit and are able to send documents electronically you may request a work permit by following the below process.

1. Please complete this [form](#) with all the needed signatures.
2. Scan the completed form and email to Ms. Becky Cimino at [bcimino@fusdk12.net](mailto:bcimino@fusdk12.net).
3. Ms. Cimino will process your form and mail you your authorized work permit within 1-2 school days through the U.S. Mail so that you have a legally authorized signature.

### **In-Person Processing:**

If you wish to obtain a work permit and would prefer to obtain the permit in person, you will need to schedule a time on Wednesdays between 9:00 AM and 11:00 AM by emailing Ms. Cimino at [bcimino@fusdk12.net](mailto:bcimino@fusdk12.net).

1. To ensure your work permit is ready AND Ms. Cimino is prepared to meet you at COIL, please ensure you have a pre-scheduled appointment.
2. Go to the COIL office. *Social distancing guidelines will be implemented for the safety of all so you may encounter a delay.*
3. Please have this [form](#) completed, with the needed signatures, prior to going to the COIL office.