

Circle of Independent Learning (COIL)

Work Permit Applications

Students: Those of you who are eligible to apply for and receive a work permit 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 employers 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 Rianne Cipriano-Malina at **rciprianomalina@fusdk12.net**
3. Mrs Cipriano-Malina will process your form and mail you your authorized work permit within 1-2 school days and will contact you once its completed

In-Person Processing:

If you prefer to drop off your work permit form in person, you will need to schedule a time by emailing Mrs. Cipriano-Malina at **rciprianomalina@fusdk12.net**, please ensure your work permit form is completed, with the needed signatures, **prior** to going to the COIL office.