



Students must be at least seventeen (17) years of age.
Student must have regular gainful employment in a trade or occupation.
When possible, employment should be scheduled in the morning or afternoon only.

Part I – STUDENT INFORMATION

Student _____ ID Number _____
Last First MI
Birth Date ____/____/____ Gender: M F Grade in School _____ as of August (year) _____
Current School _____
Parent/Guardian: Mr. Mrs./Ms./Miss _____
Mailing Address: _____
Street City State Zip
Residence Address: _____
Street City State Zip
Home phone ____/____/____ Cell phone ____/____/____ Work phone ____/____/____ E-mail _____

Part II – EMPLOYER INFORMATION

Place of Employment/Employer Name _____
Job title or position _____ Hire date _____
Hours of employment during the school day _____
I verify that the above named student is an employee and works the specified hours during the regular school day.

Employer signature Date

Part III –CERTIFICATION

The above named student is excused from full time attendance as long as he/she continues to be gainfully employed. **If at any time the student fails to maintain employment, this certificate will be revoked and full-time attendance will be required.**

PRINCIPAL SIGNATURE Date

PARENT/GUARDIAN SIGNATURE Date

PART IV- FOR SCHOOL USE ONLY. Employment should be verified prior to signing this form and status should be checked periodically.

EMPLOYMENT VERIFIED BY _____ Date _____
Name/Title
Employment verification checks _____
BY DATE