

Student Policy #208 Withdrawal with Employment Certificates

Purpose:

Employment certificates may be secured at the student's home school district.

Authority:

According to Section 3411 of the Pennsylvania School Code of the Child Labor Law, "Application for the Employment Certificate must be made in person by the parent, guardian, or legal custodian of the minor for whom such employment certificate is requested. No employment certificates shall be issued until the said minor has personally appeared before and been examined by the officer issuing the certificate, except that where the applicant is a graduate of a high school and can furnish proof."

Employment certificates shall be of three classes:

1. General Employment,
2. Vacation Employment,
3. Transferable Employment Certificate, which is applicable to only 16 and 17 year-olds.

Guidelines:

The "Application for Employment Certificate or Transferable Work Permit" must be completed by the employer, parent, and doctor. Also, a proof of age must be supplied in the form of a Birth Certificate, Baptismal Certificate, Passport, or Other Documentary Evidence. The completed application form must be returned to the home school and the certificate will then be mailed to the employer.

Certificates used for withdrawing a student

- Farm or Domestic Service Permits may be issued to minors 14 to 16 years of age.
 - a. State approval must be obtained for a minor 14 years of age before a Domestic Permit can be issued.
 - b. Education – minors 14 years of age shall have satisfactorily completed the equivalent of the highest grade of elementary school (grade 6) while minors 15 and 16 years of age shall have completed the equivalent of six yearly grades.
 - c. Need – Evidence of Need should be furnished in writing by the parent or guardian. The evidence should be sufficient to show that the services of such child are needed as a matter of necessity and not merely as a convenience to the parents.
 - d. The Evidence of Need must be approved by the CEO before a Domestic Permit Application may be started for the child to withdraw.
 - e. When the CEO approves the Evidence of Need, the parent/guardian of the child, with evidence of age, must fill the application out at their home school.
 - f. The application must then be taken to the school's doctor for his signature.
 - g. When signed by the doctor, the application is brought back to the home school before the Domestic Permit can be issued. The application must be completed as soon as possible in order for the child to be excused legally from school.

- General Employment Certificate may be issued to 16 year-old minors who have full-time jobs.
 - a. Full-time is defined as working during regular school hours.
 - b. A statement in writing must be obtained from the employer stating that he/she is going to employ the minor full-time, the time, and the hours he/she will be working.
 - c. The student must be employed outside the home.
 - d. Evidence of need from parent/guardian must be in writing.
 - e. Approval of employer statement and evidence of need must be granted by the CEO.
 - f. When approval is given by the CEO the parent/guardian, and child, with evidence of age, must go in to the home school to start a General Employment Certificate.
 - g. The paperwork must be completed and returned to the home school as soon as possible in order for the child to be excused legally from school.
 - h. Renewal of the General Employment Certificate will be required at the beginning of each school year unless the student returns to school.

Delegation of Responsibility:

The home school is responsible for issuing work permits. The CEO is responsible for informing students of the need for a work permit in order to withdraw from school under the compulsory school attendance regulations.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.