



Groveport Madison Schools District Service Center

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www.gocruisers.org

WORK PERMIT FREQUENTLY ASKED QUESTIONS

1. Where can a minor and/or Employer find forms to start the work permit process?

The four (4) documents needed are: Minor Wage Agreement, Minor Work Permit Pre-Application Form, Physician Certificate, Parent/Guardian Consent form. You may print these forms from the website at www.com.ohio.gov.

STEPS:

1. Click the box entitled "Find Forms and Publications."
2. From the first Select a Category dropdown menu, select "Industrial Compliance."
3. From the second dropdown menu, select "Wage & Hour-Minor Labor."
4. Select the desired document to print from the third dropdown menu and click the "Get Documents" button.

2. My minor is enrolled in Groveport Madison Schools; where would they go to obtain a work permit?

The student may obtain their work permit at Groveport Madison High School, 4475 S. Hamilton Rd., Groveport, Ohio 43125, Phone: (614) 836-4971. Hours of operation are 7:15 a.m. to 1:45 p.m., Monday through Friday.

3. My minor lives in Ohio, but they will work in another state. Where would the minor get the work permit?

The minor would follow that state's labor laws. Call the Board of Education in that state to receive proper instructions.

4. How does a minor get a work permit when school is out for the summer months?

The student may obtain their work permit at Groveport Madison High School, 4475 S. Hamilton Rd., Groveport, Ohio 43125, Phone: (614) 836-4971. Hours of operation are 7:15 a.m. to 1:45 p.m., Monday through Friday.

5. Will the school need to keep paper copies of work permits?

Work permits are kept electronically in the computer system until the minor's 18th birthday and then deleted. However, the school maintains a hard copy of the work permit on file.

We believe all Cruisers are valuable. We will unconditionally SERVE, SUPPORT, and INSPIRE. Therefore, every Cruiser will maximize their unique PURPOSE, POTENTIAL, and POWER to produce the results they want.

Every Student, Every Lesson, Every Day

6. Can Charter Schools, Online Schools, and Private Schools do their work permits?

Yes, if the particular school does not have a User ID and Password, the school may log on and get registered.

7. Can a Superintendent and or Principal revoke a work permit?

Yes, the Superintendent and/or Principal always has the right to issue, not issue, or revoke a work permit.

8. Does a minor need a yearly physical to be employed?

Yes. Ohio law requires minors to have physicals to work “the superintendent of schools may not issue an age and schooling certificate unless it has received a certificate from a licensed physician showing after a thorough examination that the child is physically fit to be employed.....” See Ohio Revised Code 3331.02 (A)(4)

9. Will a Sports physical work when applying for a work permit?

Yes, as long as it is not over a year old.