



Groveport Madison Schools District Service Center

4400 Marketing Place, Suite B
Groveport, OH 43125
614-492-2520
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. These forms can be printed 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. From the third dropdown menu, select the desired document to print and click the "Get Documents" button.

2. My minor is enrolled in Groveport Madison Schools, where would he/she go to obtain a work permit?

Groveport Madison High School, 4475 S. Hamilton Rd., Groveport, Ohio 43125, Phone: (614) 836-4971. Hours of operation are 6:30 a.m. to 3:00 p.m., Monday through Friday. During the Governor's "Stay at Home Order", please contact Becky Fasone by emailing becky.fasone@gocruisers.org for assistance with obtaining your work permit.

3. My minor lives in Ohio but he/she will be working in another state, where would the minor get the work permit?

The minor would follow that States 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?

Please visit the District Service Center, 4400 Marketing Place, Suite B, Groveport, Ohio 43125. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

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

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

The mission of Groveport Madison Schools is to build a community of learners, leaders and responsible citizens.

- 6. Can Charter Schools, Online Schools and Private Schools do their own 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, there is an Ohio law that 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.