

**Cincinnati CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE PROCEDURES**

<b><i>Student Employment</i></b>	
Procedure No. 5895-00-01	Eff. Date: 6-20-19
Implements Board Policy 5895	Last Reviewed: 6-20-19

**1. Background**

*Pursuant to Board Policy 5895, the Board of Education believes that attendance at school is paramount to a student's educational success and shall take precedence over non-school related employment. If students must work while attending school, they should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities.*

**2. Responsibilities**

Title: Principals or Principal's designee, School Registrars or Office Personnel, Customer Care Center	
Address:	
Phone:	Cell phone:
<i>Receive student's requests to work while school is in session; help complete student work permit requirements as outline by the Ohio Child Labor laws and the Ohio Department of Commerce</i>	

**3. Action Steps**

- (1) Each Principal shall designate their school's registrar or office personnel as point of contact to discuss student's desire to work; District Office will also designate a point of contact to be located at the Board of Education*
- (2) **Currently enrolled CPS Students living within district bounds:** If Principal or principal designee deem student eligible to work (good attendance, passing grades, or other eligibility requirements outlined by the school staff), designated school staff will provide students with Work Permit Pre-Application and Physician work form. Once students complete the forms, designee will process the students work permit following guidelines outlined by the Ohio Department of Commerce*
- (3) **Homeschooled students living in district bounds:** Homeschooled students must submit Homeschool Letter provided by the district's Homeschool Office and proof of attendance to district office designee (Customer Care). Office designee will provide students with Work Permit Pre-Application and Physician Consent to work form. Once students*

*complete the forms, Office designee will process the student's work permit following guidelines outlined by the Ohio Department of Commerce*

**(4) Students who attend CPS schools and live outside of CPS district**

**bounds-** Students requesting to work must go to their home board of education to submit the Work Permit Pre Application and Physician Consent to Work Form. The home board of education will process the work permit following guidelines outlined by the Ohio Department of Commerce.

**(5) Students who don't attend CPS school nor live within district bounds-**

Any student living in Kentucky and desires to work in Ohio must come to District Board of Education office to request and submit work permit. Office designee will provide students with Work Permit Pre-Application and Physician Consent to work form. Once students complete the forms, Office designee will process the students work permit following guidelines outlined by the Ohio Department of Commerce

**4. Equity Considerations**

**5. Related Documents / Forms**

Document Title	Description	Last Reviewed
<i>Work Permit Pre application</i>	<i>A form created and mandated by the Ohio Office of Commence</i>	<i>6/20/19</i>
<i>Physician Consent to work</i>	<i>A form created and mandated by the Ohio Office of Commence</i>	<i>6/20/19</i>

**6. Additional Information**