



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

# DCPS Work Permit Policies

## Student Work Permit

Effective October 1, 2007, students from public, charter, private and parochial schools must request a work permit from a DCPS high school. For more information, call (202) 671-6410.

Please call or inquire at your nearest DCPS high school to learn specific times for work permit issuance. See below for a list of a few local high schools, **you must call first to make an appointment.**

[Download Student Work Permit](#)

<http://dcps.dc.gov/DCPS/About+DCPS/Strategic+Documents/DCPS+Policies>

In order to get your work permit processed you must first obtain the following:

**Part C** is the first section to be filled out (you have to obtain a job first in order to get this section filled out with a letter of intent on employer's letterhead)

**Part B** to be filled out by parent, guardian or legal custodian

Work permit requirements you **MUST** present:

- Intention to employ statement signed by the employer. (This must state the hours to be worked and the type of work.)
- Birth certificate or passport
- Social Security card
- Minors ages 14 and 15 need written parental consent to the employment

For theatrical permits only, please apply through theatrical company.

## **A select few DCPS Schools that issue work permits:**

### Coolidge High School

6315 5<sup>th</sup> Street, NW

Washington, DC 20011

**Mr. Richburg**, 202-671-6080

### Roosevelt Senior High School

4301 13<sup>th</sup> Street, NW

Washington, DC 20011

**Mr. Perry**, 202-576-6130

### Benjamin Banneker High School

800 Euclid Street, NW

Washington, DC 20011

**Ms. Looper**, 202-671-6320

### Woodrow Wilson High School

3950 Chesapeake Street, NW

Washington, DC 20011

**Ms. Spinner**, 202-282-0120

### Dunbar High School

101 N Street, NW

Washington, DC 20001

**Mr. Young**, 202-698-3762 ext. 105

### H.D. Woodson High School

540 55<sup>th</sup> Street, NE

Washington, DC 20019

**Ms. Womack**, 202-939-2030 ext. 2

### Cardozo Education Campus

1200 Clifton Street, NW

Washington, DC 20009

**Ms. Ingram**, 202-673-7385