Work Permit Information

Work permits can be obtained from any DCPS public high school.

To apply for a work permit at Woodrow Wilson High School, see Ms. Diana Morataya in the Counseling Department. She is available to issue work permits between 9 am and 3 pm. To set up an appointment with her, email her at diana.morataya@dc.gov or call her at (202) 282-0120, ext. 2.

Woodrow Wilson High School
3950 Chesapeake Street NW
Washington, DC 20016
Via Metro: Red Line to Tenleytown Metro
Via bus: 31 or 33 bus north towards Friendship Heights

Students must bring:
1. The application form with Part B signed by their parent/guardian and Part C completed by the employer.
2. Their original Social Security card.
3. A copy of their birth certificate.
4. A letter of intent to hire from the employer indicating the nature of the employer's occupation, and the number of hours per day and the days per week that the minor will work.
5. Students ages 14-15 need a letter of consent from their parent/guardian.

Other DCPS High Schools Issuing Work Permits

School Without Walls
2130 G Street NW
202.645.9690

Duke Ellington School for the Arts
3500 R Street NW
202.282.0123