

## **DC Public High Schools Willing to Process Work Permit Paper Work**

### **Cardozo Senior High School**

- Phone: 202-673-7385
- Open Monday – Friday, 9am – 3pm, to process work permit papers

### **Luke C. Moore Academy High School**

- Phone: 202-768-1013, ask for Ms. Garnett to make an appointment

### **McKinley Technology High School**

- Phone 202-281-3950
- Must contact the main office for open hours, by appointment

### **Work Permit Check List**

**In order to get your work permit paperwork processed you must complete the following steps:**

- Have a COPY of birth certificate or Original passport
- Have a COPY of Social Security Card
- Parents have signed the DC WORK PERMIT form
- CUA supervisor supplied letter on CUA letterhead indicating the student's name, job title, what he/she will be doing, number of hours per week, and days per week, along with CUA supervisor's signature
- Take DC Work Permit paperwork to a DC public high school to be processed.

If you have any questions, contact the Center for Academic & Career Success  
202-319-6262