

Algonquin Regional High School

79 Bartlett Street, Northborough, MA 01532-2098
Telephone 508.351.7010 Fax 508.393.9226

Serving the Communities of Northborough and Southborough

SARA J. PRAGLUSKI WALSH, Ed.D.
Principal

CATHLEEN CARMIGNANI
Assistant Principal

TIMOTHY P. MCDONALD
Assistant Principal

ANDREW MCGOWAN
Assistant Principal

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Work Permit Requests

Starting immediately we will be processing work permits Tuesdays thru Fridays by appointment only. For safety reasons surrounding COVID-19 the procedure listed on this document will be required to receive a work permit.

Please refer to this link from the [Mass.gov](https://www.mass.gov) website to learn about employment permits and download the employment permit application. <https://www.mass.gov/service-details/youth-employment-permit-information>

Required Steps for a Work Permit:

- 1) Make an appointment with Diane Egizi at Degizi@nsboro.k12.ma.us and Michelle Capalbo at Mcapalbo@nsboro.k12.ma.us. Appointments must be made before 10:00 am the day before you wish to pick up your work permit. (Ex. 10am Monday for Tuesday appointment and 10am Tuesday for Wednesday appointment, the earlier in the week the better, but the latest is 10am the day before.)
- 2) **Before your appointment please send all documentation via email to Diane Egizi and Michelle Capalbo.** We will accept both scanned documents and pictures of documentation. Please refer to the [Mass.gov](https://www.mass.gov) website for acceptable proof of age. We commonly see driver's license, driver's permit, birth certificate, and passports. Documentation not sent by 10:00 am the day before the appointment, will not be processed until the following day.
- 3) Make sure to send a completed employment permit application. This can be found in the above [link](#). The employment permit application MUST be signed by your employer, your parents or guardian, and you! If you are 14 or 15, it also needs to be signed by your Doctor. Incomplete applications will not be processed. In your email please include the following: **The grade you are in, your address, and your place of birth.**
- 4) When you arrive at Algonquin ring the bell and we will ask you to move at least 10 feet back! You must bring the original copy of your Work Permit Application and **YOUR OWN PEN!** A pen cannot be supplied for safety reasons.

- 5) It is extremely important that all correspondence and documentation is sent to both Mrs. Capalbo and Mrs. Egizi. If you have any questions please contact us at Degizi@NSBORO.k12.ma.us and Mcapalbo@nsboro.k12.ma.us.