

# Algonquin Regional High School

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*Serving the Communities of Northborough and Southborough*

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SEAN BEVAN  
*Principal*

CATHLEEN CARMIGNANI  
*Assistant Principal*

ANDREW MCGOWAN  
*Assistant Principal*

January 20, 2022

## Work Permit Requests

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](mailto:Degizi@nsboro.k12.ma.us) Appointments must be made before noon the day before you wish to pick up your work permit. (Ex. noon Monday for Tuesday appointment and noon Tuesday for Wednesday appointment, the earlier in the week the better, but the latest is noon the day before.)
- 2) **Before your appointment please send all documentation via email to Diane Egizi.** 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 noon the day before the appointment, will not be processed until the following day.

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 just completed, the name of your school, your address, and place of birth.**

- 3) When you come to Algonquin for your appointment, please come to the Main Office entrance (the Rotunda). Please bring your original work permit application.