
AURORA PUBLIC SCHOOLS

APS Code: JO

Adopted June 1977

Recorded November 1998

Revised September 2007

Reviewed October 2016

EMPLOYMENT OF STUDENTS

"Age Certificates" shall be issued for School District residents under 18 years of age in compliance with the Colorado Youth Employment Opportunity Act, CRS 1973, 8-12-111. Non District residents must present a birth certificate for proof of age and identity.

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Student Services Department shall issue "Age Certificates" and "School Release Permits" in accordance with the following guidelines.

1. **Age Certificates** (CRS 1973, 8-12-111)
 - a. Issued to any minor needing proof of age for an employer.
 - b. Proof of age required from the minor. Acceptable evidence shall include the school record, birth certificate, baptismal certificate, passport or other documentary evidence.
 - c. The minor must appear at the Office of Student Services and sign the certificate before it can be issued. The parent/guardian cannot sign for the student.
2. **School Release Permit** (CRS 1973, 8-12-113)
 - a. Issued by the Office of Student Services when the best interests of the minor will be served by allowing her/him to work during school hours. The student must attend classes for at least three (3) class hours each day.
 - b. A "Request for Work Permit" obtained from the school must be completed and approved by an appropriate school official, counselor or court representative which must be submitted to the Office of Student Services by student and parent/guardian.
 - c. The parents/guardian must consent to the employment.
 - d. The student must have a definite job identified and have the employer complete an "Intention to Employ" form obtained from the Office of Student Services.
 - e. Upon completion and return of the "Intention to Employ" to the Office of Student Services, the School Release Permit will be issued.
 - f. The permit shall be issued for a time not to exceed thirty (30) days and must be renewed at expiration. Termination of employment cancels the permit.
3. **Reporting by the Office of Student Services of the Age Certificates and Work Release Forms**
 - a. The white copy is given to the student.

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- b. The pink copy is sent by the 5th of the month to the Department of Labor and Employment, Division of Labor, Labor Claims, Minimum Wage & Child Labor Section, 1313 Sherman St., Denver, Colorado 80203.
 - c. The yellow copy is filed in the Office of Student Services.
4. There will be no fee for any of the above named services.