Cuyahoga Valley
CHRISTIAN
Academy

WORK PERMIT REMINDERS

We are excited to see so many of our students taking on work opportunities! Recently, we've noticed a high number of incomplete work permit applications. To make sure we can process your student's permit without delay, here are a few essential reminders:

- **Work Permit Form is HERE**
  - **"Student/Applicant Information" Portion (Top Section):**
    - Must be filled out entirely and signed by parent/guardian.
    - Under "School District" and "Building," put "CVCA" for both
    - *Exception: Leave the "Superintendent" signature, name, and office address blank. We will complete that part for you.*
  - **"Pledge of Employer" (Bottom Section):**
    - Must be completed by the employer.
    - **Specific hours required:** Days of the week and hours per day must state specific numbers. Applications marked "varies" cannot be accepted.
    - *All fields in this section must be filled out completely.*

- **Physical Exam Requirement:**
  - If your student has a current athletic physical on file with CVCA (less than 365 days old), no physical form is needed.
  - *If the physical on file is over 365 days old or your student does not participate in CVCA athletics*, a completed "Physician's Certificate For Minor Work Permit" must be submitted with the application.
  - If a new physical is needed, you can also do this at an express care or urgent care clinic, provided the physician completes and signs the form in full.

- **Processing Time:**
  - Please submit all completed paperwork **at least 24 hours in advance** of when it is needed.
  - We will process your permit as quickly as possible once all required information is received!