For Questions or Additional Information Contact: Crystal Hall @ chall@rockdale.k12.ga.us

How Students can obtain a Work Permit

- After securing a job, student/parent will complete a work permit application online through the Georgia Department of Labor (GDOL) by clicking here. No fee required.
- Upon completing the application, the GDOL system will provide the student/parent with a Minor Security Key (MSK) number. This number will need to be provided to the employer to complete their section of the online application.
- Once the employer has completed their portion of the application, they will notify the student/parent.
- The GDOL confirmation states “Minor must take his/her Birth Certificate to an Issuing Officer at the local School or Board of Education to certify the Work Permit.” In lieu of meeting face-to-face, RCPS will schedule an online meeting to verify documentation and issue the work permit.
- Student/parent will email the RCPS Authorized Issuing Officer, Crystal Hall (chall@rockdale.k12.ga.us), to provide the MSK number and phone number so an online meeting can be scheduled to complete the application process.
- A Microsoft Teams Meeting invitation will be sent to the student/parent within 4-12 hours of receiving their email. Meetings will be scheduled between the hours of 8:30AM – 4:30PM Monday through Thursday.
- Student/parent will be required to have the student’s birth certificate and social security card on hand for viewing during the online meeting to assist with verification of information.
- The work permit will be finalized during the Microsoft Teams Meeting and emailed to the student/parent.
- A copy of the permit will be kept on file for RCPS’ records.

How Students can obtain a Driver's Permit

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
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<tbody>
<tr>
<td>Student/Parent obtains the student’s transcript or progress report from Infinite Campus.</td>
<td>Student/Parent must locate completed homework with student’s name.</td>
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<tr>
<td>Parent schedules an appointment with the DDS.</td>
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<tr>
<td>Parent must accompany the student and provide the following:</td>
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</tr>
<tr>
<td>• parent’s identification</td>
<td>• parent’s identification</td>
</tr>
<tr>
<td>• student’s birth certificate</td>
<td>• student’s birth certificate</td>
</tr>
<tr>
<td>• student transcript or progress report</td>
<td>• student homework with name</td>
</tr>
<tr>
<td>• $10 fee (cash/debit)</td>
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</tbody>
</table>

Georgia Department of Driver Services is trying to make it simple for students to obtain their driver’s permit. The following items have been listed as acceptable forms of identification:

1. A Georgia DDS Certificate of School Enrollment (DDS-1) may be signed from the applicant’s school and dated within the past six (6) months. Please note: Other options available below that do not require a signature.
2. Transcript provided by the customer's most recent school of attendance (Transcript does not have to be certified); Transcripts can be printed online in most school districts. Students/Parents can access this information through Infinite Campus.
3. Current progress or grade report with the customer’s name on it. Progress reports and report cards can be printed online in most school districts. Students/Parents can access this information through Infinite Campus.
4. Current school ID issued by the school or school system.
5. Piece of schoolwork/homework with the student’s name.

All customers must schedule an appointment for in-person services.
Contact Information: 404-657-9300 or 678-413-8400
Visit www.dds.georgia.gov to view all requirements.

June 2020