



*Ignatius begins with I and ends with Us!*  
*Forming leaders for service in the Church, Nation, and City since 1869*

## Work Permits

The issuance of work permits by Saint Ignatius College Prep is a courtesy to enable students to procure work permits.

The procedure, as required by the Illinois Department of Labor, is to present a letter (on letterhead) from your employer that is signed and dated. The letter must state the type of work and approximate number of hours per week you will be working. **Email this letter to: [records@ignatius.org](mailto:records@ignatius.org)**

Please remember:

Students under the age of 16 may not work more than 3 hours per day on a school day and 8 hours on either Saturday or Sunday.

When there is a school holiday, the student is permitted to work 8 hours on that day.

No student under age 16 may work between 7:00 PM and 7:00 AM from Labor Day until June 1, or between 9:00 PM and 7:00 AM from June 1 until Labor Day.

Please allow 2 business days for processing. Upon completion, **an email will be sent to the students to share with the employer.**