



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.
- Student will provide certificate to their employer.
- A copy of the permit will be kept on file for RCPS’ records.

How Students can obtain a Driver’s Permit

Option 1	Option 2
<ul style="list-style-type: none"> • Student/Parent obtains the student’s transcript or progress report from Infinite Campus. • Parent schedules an appointment with the DDS. • Parent must accompany the student and provide the following: <ul style="list-style-type: none"> • parent’s identification • student’s birth certificate • student transcript or progress report • \$10 fee (cash/debit) 	<ul style="list-style-type: none"> • Student/Parent must locate completed homework with student’s name. • Parent schedules an appointment with the DDS. • Parent must accompany the student and provide the following: <ul style="list-style-type: none"> • parent’s identification • student’s birth certificate • student homework with name • \$10 fee (cash/debit)

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.