

State Of Illinois, Department Of Labor

# Principal's Statement To Issuing Officer

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*Required by Section 12 of the Child Labor Law, 820 ILCS 205/1-22*

Date \_\_\_\_\_ Name of School \_\_\_\_\_

This is to certify that the undersigned has interviewed \_\_\_\_\_  
residing at \_\_\_\_\_ and that  
said minor requests that an employment certificate be issued permitting employment outside  
of school hours.

The school records disclose that above-named minor was born \_\_\_\_\_ and has  
completed the \_\_\_\_\_ Grade. He or she is in school from \_\_\_\_\_ AM to \_\_\_\_\_ PM  
with \_\_\_\_\_ hour for lunch.

Parents' names are:

Father: \_\_\_\_\_ Mother \_\_\_\_\_

According to the school records, above-named minor is making satisfactory progress; therefore,  
I recommend an employment certificate be issued for present employment.

Principal \_\_\_\_\_ By \_\_\_\_\_

**MINOR, PLEASE NOTE:** EMPLOYMENT CERTIFICATES ARE ISSUED BY CITY AND COUNTY  
SUPERINTENDENTS OF SCHOOLS OR THEIR DULY AUTHORIZED AGENTS IN EACH SCHOOL DISTRICT.

**NOTE:** THIS IS NOT AN EMPLOYMENT CERTIFICATE BUT SHOULD BE DELIVERED TO THE ISSUING  
OFFICER WHO WILL ISSUE NECESSARY CERTIFICATE AS REQUIRED BY LAW. THIS FORM MAY BE  
REPRODUCED BY LOCAL SCHOOL AUTHORITIES AND ADDITIONAL INFORMATION ADDED IF NECESSARY  
TO MEET LOCAL CONDITIONS.