

## Attendance

### **AGE CERTIFICATES - ISSUING CENTERS AND GENERAL REGULATIONS**

#### I. Age Certificates - Issuing Centers

Age certificates (Form FM 5418), are issued by the Division of Attendance Services and by appointed personnel in all Miami-Dade County public secondary schools. Vocational cooperative education teachers in middle and senior high schools issue these certificates for students enrolled in a vocational cooperative education program. Principals, assistant principals, and occupational specialists will be familiar with the procedures that must be followed in securing an age certificate.

Proof of age is required for all minors gainfully employed between the ages of 14 and 18 (Section 450.045, Florida Statutes).

Promise of Employment Forms (FM 1768) are available through all middle and senior high schools and the Division of Attendance Services.

#### II. Procedures for the Issuance of Age Certificates

##### A. Minors under 16 years of age:

1. All minors under 16 years of age must secure a Promise of Employment Form and have it completed by their employer before requesting an Age certificate (FM 5418). The minor must take this completed form to one of the issuing schools with a social security card or application and a birth certificate, or some other acceptable proof of age (Section 232.03, Florida Statutes). (A school record may be used if the record has been in existence for four (4) or more years.) The parent or legal guardian must be present to sign the age certificate.

##### B. Minors between the ages of 16 and 18:

1. A Promise of Employment Form (FM1768) is not required for this age group.
2. All minors 16 and 17 years of age enrolled in a vocational cooperative education program will be issued an Age Certificate.

III. General Labor Regulations

The stronger state or federal law shall prevail.

A. State Regulations

1. 14 through 15 years of age:

Students may not work before 7:00 a.m. or after 7:00 p.m. when school is scheduled for the following day.

Not more than 3 hours on a school day or any day that precedes a school day unless enrolled in cooperative education classes.

Not more than 6 consecutive days in a week.

Not more than 15 hours a week.

**NOT IN HAZARDOUS OCCUPATIONS, as defined in Section 450.061, Florida Statutes.**

14 - 16-year-olds who hold a valid certificate of exemption under Section 232.06, Florida Statutes are exempt from these limits.

2. 16 and 17 years of age (unless granted a waiver from the Florida Department of Labor):

May not work prior to 6:30 a.m. or after 11:00 p.m. or for more than 8 hours in any one day when school is scheduled for the following day.

Not more than 30 hours a week, unless a high school graduate or married minor with proof of marriage.

Not more than 6 consecutive days a week.

B. Federal Regulations - 14 through 16 years of age

Businesses falling under the Federal Labor Laws are as follows:

any business enterprise dealing in interstate commerce, hospitals, school, and all governmental agencies

grossing not less than \$500,000 a year (exclusive of excise taxes at the retail level that are separately stated).

Students may work between 7:00 a.m. and 7:00 p.m., except 9:00 p.m. during summer vacation.

3 hours on a school day.

Not more than 8 hours on a non school day.

Not more than 23 hours a week if in a cooperative education class.

Not more than 18 hours a week if not in a cooperative education class.

40 hours per week during vacations when school is not in session.

Not more than 6 consecutive days a week.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 229.053(1); Chapter 450, Part I, F.S.; Bulletin #101, U. S. Department of Labor

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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