

HOW TO ISSUE WORKING PAPERS: A STEP-BY-STEP GUIDE FOR DISTRICT and SCHOOL STAFF

October 2013

All NYC public intermediate/junior high and high schools are required to issue Employment Certificates.

All public high schools are also mandated to issue Employment Certificates to students who attend non-public schools (private, parochial and out-of-state).

High schools and intermediate schools open for instruction during the summer are required to issue employment certificates during the summer.

School principals must designate a person to issue working papers.

A minor has the legal right to get an Employment Certificate (Working Paper). Schools may not deny an Employment Certificate without lawful reason. For example, the issuance of an Employment Certificate may not be based on attendance and/or grades.

PROCEDURES:

An Application for Employment Certificate is to be provided to minors (age 14 to 17 years old) seeking to obtain Employment Certificates. The student must provide the following:

- An appropriately completed application form signed by the parent/guardian;
- An original doctor's note on the doctor's letterhead or stationery indicating that the student is physically fit or fit to work (no faxes or copies);
- A birth certificate or other original proof of age;

Students who attend a private, parochial or out-of-state school must obtain a letter from their school stating that they are on register and attending regularly or may present their current report card to confirm their registration in school.

High schools and intermediate schools open for instruction during the summer are required to issue employment certificates during the summer.

Students must be at least 14 years old in order to get working papers

N.B.: It is the employer's responsibility to obtain the minor's social security number. Advise the minor that the employer will likely ask to see the social security card.

For information regarding Child Performer Permits,
please contact the NYS Department of Labor at 518-457-1942.

PROCEDURES

Parental Consent

REVIEW: Part I of the Application - Parental Consent
ACTION: Make sure that Part I of the Application has been filled out.

Evidence of Age

REVIEW: Part II of the Application - Evidence of Age
ACTION: Fill in the student's Date of Birth on the line provided.
Record the document number from the evidence of age provided by the student.

Evidence of Age:

Birth Certificate - (US or Foreign)
Passport
State Issued I.D.
Driver's License
Non-Driver's License I.D.
NYC DOE 9 Digit Student I.D. #



Certificate of Physical Fitness

REVIEW: Part III of the Application
Certificate of Physical Fitness
ACTION: Review the doctor's note. The doctor's note should be on the doctor's official letterhead, dated within the last 12 months, and state that the student is physically fit or fit to work.

Pledge of Employment and Schooling Record

REVIEW: Part IV - Pledge of Employment and Part V - Schooling Record
ACTION: These two sections of the application are to be completed only when a student is 16 or 17 years of age and is leaving school for Full-Time employment.

Requirements for the Issuance of a Full-Time Employment Certificate:

- All required documents for obtaining working papers must be submitted;
- The Pledge of Employment section of the Application must be filled out by the prospective employer. The Pledge of Employment must be verified by the person issuing the working papers by calling the prospective employer;
- The parent and/or guardian must be present;
- A Planning Interview where the student is advised of his or her educational options and rights must be conducted in accordance with guidelines. Questions regarding the Planning Interview should be addressed to the Assistant Principal for Guidance and/or Pupil Personnel Services.

After the Planning Interview is conducted and all the required documentation has been submitted, the student may be issued a Full-Time Employment Certificate and discharged accordingly.

Students who have graduated and present proof such as their High School or GED Diploma may receive Full-Time Working Papers, without parental consent, and do not require a Planning Interview.

REVIEW: Part VI of the Application - Employment Certification
ACTION: This section is to be completed after all the appropriate documentation has been submitted and reviewed.

Upon completion of this section, the issuing officer may issue the Employment Certificate.

The following information is to be written on the Employment Certificate by the issuing officer:

- the number of the employment certificate;
- the date issued;
- the name of the minor printed by the issuing officer;
- the student's date of birth;
- the student's signature (must be signed in front of the issuing officer);
- the issuing officer's site (school building and public school district);
- the issuing officer's signature (issuing officer must sign working paper).

The student receives the employment certificate, and the application with doctor's note should be filed in the student's cumulative record folder.

Reminder:
Each completed Application for Employment Certificate along with the appropriate documentation is to be filed in the student's cumulative record folder.