



## Horseheads Central School District

### Procedure for Working Paper Completion During COVID-19 Extended Student Dismissal

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1. The student completes the appropriate application form for working papers via one of the fillable .pdf documents below. (Please download the Adobe Reader app if using a smartphone/tablet).

[AT-17 Application for Employment Certificate](#) or

[AT-22 Application for Employment Permit](#)

2. New York State has temporarily waived the requirement to have a school representative witness the student's signature. After signing, the student scans or photographs the signed application and sends it to the school nurse (see Item 3 below). The school nurse consults the student's physical report for proof of physical fitness for work.
3. The student then emails the scan/photograph of the signed application and completed working papers to the school nurse at:

**High School:**

Carrie Tournour [ctournour@horseheadsdistrict.com](mailto:ctournour@horseheadsdistrict.com) or  
Vickie White [vwhite@horseheadsdistrict.com](mailto:vwhite@horseheadsdistrict.com)

**Middle School:**

Annette Cobb [acobb@horseheadsdistrict.com](mailto:acobb@horseheadsdistrict.com)

4. The school nurse mails the completed working card to student's household.
5. The student signs on the signature line when he/she receives the card.

Please note: If a student does not have the technology to complete the process electronically, we can mail the forms to the student. Please call (607) 795-2500, x1623 for assistance. Nurse's Office fax number is (607) 795-2510.

NYS Guidance Reference:

<http://www.p12.nysed.gov/sss/documents/WorkingPapersforMinorsandSchoolClosures.pdf>