



Horseheads Central School District

Procedure for Working Paper Completion 2020-21

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). A parent or guardian must sign the signature line in Part I.

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

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

2. 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. The physical examination must have been given within twelve (12) months prior to the issuance of the employment certificate.
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 or
Vickie White vwhite@horseheadsdistrict.com

Middle School:

Annette Cobb acobb@horseheadsdistrict.com

4. The school nurse mails the completed working card to the student's household.
5. When the student receives the card, the student signs on the Signature of Minor line. New York State has temporarily waived the requirement to have a school representative witness the student's signature. Do not write student's social security number on the working card.

NYS Guidance Reference:

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