



## WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

West Windsor-Plainsboro High School North  
90 Grovers Mill Road  
Plainsboro, New Jersey 08536  
Phone: (609) 716-5100  
Fax: (609) 716-5142  
Email: [HSN@gmail.org](mailto:HSN@gmail.org)

September 17, 2020

### **OBTAINING WORKING PAPERS:**

Working papers are required for any minor (under 18 years old) working in the State of New Jersey. Any New Jersey minor seeking employment outside of the state must obtain working papers from the respective state (i.e. minor students seeking employment at Sesame Place or Oxford Valley Mall must obtain working papers from a Pennsylvania school). If you are working within the state of New Jersey, you will need the [New Jersey Department of Education/A300 Combined Certification Form](#) (working papers). Sections A through D of the form must be completed before contacting Ms. Rosanne Bourassa, [Rosanne.Bourassa@ww-p.org](mailto:Rosanne.Bourassa@ww-p.org) (**Hybrid Students**) or Ms. Susan Putnam, [Susan.Putnam@ww-p.org](mailto:Susan.Putnam@ww-p.org) (**Virtual Students**).

### **PROCEDURES TO COMPLETE:**

#### **Section A PERSONAL INFORMATION**

This section is to be completed by minor. SIGNATURE OF PARENT/GUARDIAN This section is to be signed by the parent/guardian.

#### **Section B EMPLOYMENT INFORMATION**

This section is to be completed by the employer.

#### **Section C PHYSICIAN'S CERTIFICATION**

The student's physician or nurse practitioner must sign the document affirming that the student is eligible to work. The physician or nurse practitioner must include their address and phone number on the document. Alternatively, you may request a copy of your physical from the HSN Nurse's Office if you have a current one on file.

#### **Section D PROOF OF AGE**

Proof of age is required by the State. Document must be valid for one full year. The following documents are acceptable: Birth Certificate, Passport, and Baptismal Certificate.

#### **Section E SCHOOL RECORD**

Disregard this section, as the school will complete it once you show the appropriate Proof of Age documentation with the Issuing Officer.

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### **Section F ISSUING OFFICER CERTIFICATION**

The issuing officer will complete this section after meeting with the minor to sign the form and reviewing any required documents. **\*MINORS MUST SIGN WORKING PAPERS IN THE PRESENCE OF THE ISSUING OFFICER AS REQUIRED BY THE STATE.**

**Hybrid students** may see Ms. Bourassa in the Main Office and follow the normal processing procedure. As long as all documentation has been provided and the form is completed properly, the finalized working paper will be given to the student at that time of the meeting with Ms. Bourassa. Due to remote-learning, a number of our practices and procedures have required adjustments including the processing of working papers. As a result of Governor Murphy's Executive Order No. 135, which can be found [here](#), HSN has established the following procedure to assist virtual students in obtaining their working papers for employment and internships. For **virtual students** this must occur through a video conference meeting scheduled by Ms. Susan Putnam, [Susan.Putnam@ww-p.org](mailto:Susan.Putnam@ww-p.org). Virtual students will follow the steps outlined below to obtain working papers.

#### **FIRST STEP FOR VIRTUAL STUDENTS IN OBTAINING WORKING PAPERS:**

Once sections A through C of the working papers has been completed, you will email Ms. Susan Putnam, [Susan.Putnam@ww-p.org](mailto:Susan.Putnam@ww-p.org) along with a scan/photo of your form with sections A-D completed to request a virtual meeting during which she will review the working papers, view your identification, and witness the student signing the form. Virtual appointments will be scheduled on request Monday through Friday 8:30 a.m. through 2:30 p.m. unless it is a school holiday.

#### **SECOND STEP FOR VIRTUAL STUDENTS IN OBTAINING WORKING PAPERS:**

For virtual students, once you have successfully completed your Google Meet with Ms. Putnam, working papers must be dropped off and left in the box at the Main Entrance of High School North on Tuesdays or Thursdays between 9:00 a.m. and 12:00 p.m. (noon). **Make sure your working papers are in an envelope marked with your name on it before placing them in the box.**

#### **FINAL STEP FOR VIRTUAL STUDENTS IN OBTAINING WORKING PAPERS:**

Working papers will be processed with the Principal's signature after drop-off and available for pick-up on the following Tuesday or Thursday between 9:00 a.m. and 12:00 p.m. (noon) in order to present to the student's employer. Therefore, if the form is dropped off on Tuesday then pick up is available on Thursday from 9:00 am to 12 pm (noon) in the Main Entrance or if dropped off on Thursday then pick up is on the following Tuesday during the same designated times and location. Pick up will be from the same box where working papers were dropped off.

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