

Greetings,

I hope that you had a safe and wonderful holiday weekend.

We are continuing to identify new practices to assist with getting us back to near normal.

Below you will find information related to Instructions to Submit Working Papers while we continue to work remotely. Please read carefully.

A copy of the Working Papers document is attached for your convenience.

If the link does not work please cut and paste the following information into your browser https://www.nj.gov/labor/forms_pdfs/wagehour/A300.pdf

[Minors seeking to certify their working papers with a school designated official will be permitted to do so via online services](#)

- Parent/Student should download the attached official working papers or get working papers online
- The following sections must be completed as follows:
 - **Section A** – The parent/guardian must complete and sign
 - **Section B** – The Employee must complete the Employment Information and signs and dates the Promise of Employment
 - **Section C** – The student's physician must sign

Once the above information is completed, please scan the document to the Issuing Officer – Ms. Blanks l.blanks@eastorange.k12.nj.us

Ms. Blanks will complete the following

- **Section D** – Will be completed by the Issuing Officer
- **Section E** - Will be completed by the Issuing Officer
- The issuing officer will sign, stamp, and give a working paper number for each working paper
- A PDF document of the working papers will be scanned back to the email address that it was received
- If there is any missing information, the Issuing Officer will reach out to the student and/or parent by email to advise of the missing items.

[All working paper documents will be completed by the Issuing Officer every Tuesday.](#)