

## JACKSON SCHOOL DISTRICT

### Working Paper Instructions

1. SECTION A: Fill out completely. Do NOT forget your social security number or the parent signature if using the A300 from the Department of Labor online.
2. SECTION B: Have your prospective employer fill out this section completely, including hours of work, starting and stopping times, a total number of hours and wages. If using triplicate working papers, the **PARENT MUST SIGN IN THIS SECTION**
3. SECTION C: Have your physician fill out section C and sign where indicated. If you have a current school physical on file, this can be filled out by the school nurse or the guidance secretary. If you have had working papers in the past on file at JMHS you do not need to fill this out.
4. SECTION D: If you are a current student at JMHS, you do not need to provide us with the birth certificate or other age related items, they are located in your cumulative folder. If you are from a school OUTSIDE of JMHS, you will need to provide a Birth Certificate, Passport or Baptismal Certificate.
5. SECTION E(Triplicate papers): Leave blank unless otherwise notified.
6. SECTION E(Online A300 forms) Leave blank unless you are NOT enrolled in JMHS. This will need to be filled out by the school you actually attend.
7. SECTION F(Triplicate papers) **LEAVE BLANK**
8. SECTION F(Online A300 forms) Make sure you sign and date where it states **SIGNATURE OF MINOR**
9. SECTION G(Triplicate papers ONLY) Make sure you sign where it states **SIGNATURE OF MINOR**

At this time, Governor Murphy has suspended all “In-person” working paper signatures

All papers must be processed virtually.

Please either fax a copy to the guidance office at 732-833-4639

Or email to:

JMHS and JLHS [Sbittner@jacksonsd.org](mailto:Sbittner@jacksonsd.org)

JMHS ONLY [ksclavunos@jacksonsd.org](mailto:ksclavunos@jacksonsd.org)

JLHS ONLY [mgarofano@jacksonsd.org](mailto:mgarofano@jacksonsd.org)