



Working Paper Instructions

A fillable PDF of NJ Working Papers is available here:

https://www.nj.gov/labor/forms_pdfs/wagehour/A300.pdf

Student and parent/guardian will need to complete Section A. The employer will complete Section B and the student's physician's office will complete Section C. Lastly, the student needs to sign in section F.

After those are completed, student/parent/guardian can email a scanned copy of both the working paper form and the student's birth certificate or passport to wleonhardt@ebnet.org. Please send these items in as a PDF attachment, which can be done by taking a picture using a cell phone. For Iphone it is done in "NOTES". For an Android there are several apps that can be used, such as Adobe Scan or CamScanner.

Mrs. Leonhardt will review the paperwork and either sign it and return it, or contact student/parent/guardian with any issues. After the completed form is returned to student/parent/guardian, it can be printed and returned to employer.

If you have any questions, you can email Mrs. Leonhardt at wleonhardt@ebnet.org.