



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 can bring both the working paper form and the student's birth certificate or passport to the Main Office for completion.

Working papers are processed before and after school or the student may come on their way to lunch. They will not be processed during or between classes.

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