

Instructions for Working Paper Applications

Part I

Student/Parent should complete Part I, and Application must include parent's signature. **NOTE: PER A DIRECTIVE FROM THE GOVERNOR OF NYS, EFFECTIVE JANUARY 2010, STUDENT SS#'S ARE NO LONGER REQUIRED ON THE APPLICATION OR WORKING PAPERS.**

Part II

Student needs to bring "completed application", an original or copy of their birth certificate **OR** a passport **OR** a valid driver's license, **AND** a valid physical** to the Main Office at Frontier High School.

Part III

**A valid physical is either

- 1) a sheet obtained from the school nurse if the student has had a physical done at the high school within the past 12 months,

OR

- 2) a note from the student's personal physician stating the date of their physical (must have been done within the past 12 months) and a verification statement that the student is fit and able to work without restrictions. (see attached form)

Working papers will be ready for pick up on the next business day after the application has been turned in. The student needs to be present to sign the completed working papers at that time.

Hours for drop off and pick up of applications are:

Monday through Friday 7:00am - 2:00pm.
(Visitors must enter through Door #14)