

WORKING PAPERS



'cuz money doesn't grow on trees...

- Your paperwork must be in *two weeks* before you need the actual card. These can be dropped off in Ms. Martinez's mailbox in the Main Office or brought to her office in Room 306 after school. You will receive your card two weeks from that date at the latest.
- All paperwork must be in for you to receive a card. No exceptions.
- The card can only be picked up Tuesday or Thursday afterschool in Room 306.
- A complete application includes the following:
 - Application for Employment Certificate Part I completely filled out (name, age, date, home address and parent./guardian signature)
 - Birth Certificate of Student
 - Social Security Card of Student
 - A note from the doctor's office on their letterhead indicating that the student is physically fit to work

Schedule to pick-up for May and June of 2014

Tues. 5/20 & Thurs. 5/22 at 3:30 PM

Tues. 5/27 & Thurs. 5/29 at 3:30 PM

Tues. 6/3 & Thurs. 6/5 at 3:30 PM

Tues 6/10 & Thurs. 6/12 at 3:30 PM

**** Students bringing in paperwork past June 3rd will not have their paperwork guaranteed by June 12th. Please make it your business to hand in your paperwork on time if you have a deadline for your employer****



Keisha Warner, Principal
Alison Beckman, Asst Principal
Rani Pendharkar, Asst Principal

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