

WORKING PAPERS

While schools are closed, we have developed a new remote process for handling working paper requests at SBHS.

All steps must be followed and completed:

1. Please print the fillable PDF of NJ Working Papers located in the following link (you may have to click on Yes to access the document):

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

2. Student and Parent/Guardian will need to complete Section A.
3. The employer will complete Section B.
4. The student's physician's office will complete Section C.

Once A, B and C are completed, please do the following:

1. The parent/guardian should email a scanned copy of both the working paper form and the student's birth certificate or passport to Diane.Heyer@sbschools.org.
2. Please send these items in PDF form, 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. Heyer will review the paperwork and either sign it and return it, or contact parent/guardian with any issues. After the completed form is returned to parent/guardian, it can be printed and returned to your employer.

If you have any questions, you can email Mrs. Heyer of the Guidance Department at Diane.Heyer@sbschools.org.

Thank you for your patience and understanding.
Be healthy and safe.