

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 – Friday 8:00am-3:30pm.
(Visitors arriving between 8am and 2pm must enter through Door #14)

Below, you will find electronic documents that you can print out and complete.