

WORKING PAPERS PROCEDURES – Arlington High School

School districts in New York State must continue to issue employment certificates to qualified applicants, including during school closures. Section 3215-a of New York State Education Law requires schools to provide this service for pupils and employers in the community. School superintendents have the authority to designate principals or other school officials to act as certificating officials and nonpublic schools and BOCES may issue such certificates to their own students. Minors may apply for certificates where they live, where they go to school, or where they are to be employed.

During the period of school closures due to COVID-19, Arlington Central School District has elected to issue working papers using the following alternative process.

Alternative Process for Issuing Working Papers During COVID-19 School Closures

1. Parents/guardians and minors will complete the fillable PDF version of the AT-17 Application for Employment Certificate. Please download the AT-17 Application for Employment Certificate and save the form to your hard drive. **(DOWNLOAD AT-17 Application here)**
 - a. Please save the file as follows: last name-first name (ie: *smith-sohn.pdf*)
 - b. Open the document up on your computer.
 - c. Fill out **PART 1 only** of the AT-17 Application for Employment Certificate.
 - d. Parent/Guardian must ***DIGITALLY SIGN*** the document. Once you click in the fillable box the document will walk you through the process.
 - e. Save the document again.
2. Attach the following documents in an email:
 - a. The completed AT-17 Application of Employment Certificate.
 - b. An **electronic copy of your most recent physical from your doctor is also required.** This is required as we are not at this time allowed in the building to access our health office student records. You may attach your most recent physical as a PDF file or as a JPG file.
3. Once you have attached your application and physical, e-mail them to the following e-mail address: ahsworkingpapers@acsdny.org
4. The Certificating Officer will then review your AT-17 Application for Employment and your most recent physical from your doctor.
 - a. If any questions or concerns arise the certificating official will contact you via e-mail.
 - b. If there are no questions or concerns the Certificating Officer will then complete the working card, sign it, and mail it to the minor to the address listed in SchoolTool. Please allow 3-4 business days to process and mail.
5. Once you receive your working papers you will need to sign it. The requirement that the minor sign the card in the presence of the certificating officer is temporarily waived for the duration of New York's COVID-19 school closures.

WORKING PAPER CHECKLIST

DID YOU?

1. Download and save the AT-17 Application for Employment as follows: ***last name-first name.pdf***
2. Fill out Part 1 only of the application?
3. Have parent/guardian digitally sign document?
4. Saved the final version of the application?
5. Attach application to the e-mail?
6. Attach your most recent physical?