

WORKING PAPERS

Working papers are processed in the High School Counseling Office from 7:15 a.m. to 3:15 p.m., Monday thru Friday. Teenagers aged 15 through 17 need working papers on file with the state in order to work. To obtain papers, individuals must appear in person with the original Promise to Employ Form, given to them by the employer. This form must include: specific duties, hourly rate of pay, and approximate hours per week, signed by the employer. The individual must also bring proof of age such as license, permit, or passport.

Please call the School Counseling Office at 860-350-6647 extension 1102 if you have any questions.