Process for Issuing Working Papers During the Summer for MacArthur High School Students

It is recommended that your student visit the nurse's office during the school year for working papers so they are fully prepared to accept a summer job offer. Summer working papers are issued by the clerical staff after the school year ends.

Please call the Main Office at 516-434-7225 to make an in person appointment for the issuance of working papers.

Be prepared to bring the following documents:

1. NYS form that requires a parent/guardian signature

- AT-17 Application for Employment Certificate which is available for pick up or can be found at

  http://www.p12.nysed.gov/sss/documents/AT17-FillableMay21.pdf

  OR

- AT-22 Application for Employment Permit (specifically for newspaper carrier, farm work or street trades) which can be found at http://www.p12.nysed.gov/sss/documents/AT22-0320Fillable.pdf

2. Certificate of Medical Exam (Physical) dated within 12 months.

3. School will verify Date of Birth when possible, or a birth certificate, passport or baptismal certificate with birth date may be required.

The student must be present at the appointment to sign the working card.