

Working papers can be submitted over the summer break electronically to Laurie Grafer at lgrafer@whrhrs.org. In-person appointments are also available Mondays through Thursdays from 8:00am - 2:30pm by calling WHRHS at (908) 647-4800 ext 4870.

In addition, Watchung Hills will continue to process and certify working papers via email. Please follow the step by step instructions below. Please note there are separate instructions for resident students enrolled at Watchung Hills, and for students who reside in the Watchung Hills District, but who attend school elsewhere.

Please note forms need to be filled out in their entirety. Forms missing information will be returned to the applicant for completion. Please direct any questions to lgrafer@whrhrs.org

For students currently enrolled at Watchung Hills Regional High School:

- Download the [A-300 Form](#) from the Watchung Hills website.
- Section A - Applicant will complete this section; parent signature is required.
- Section B - Applicant will have this section completed by the employer.
- Section C - Applicant will have this section completed by their Physician.
- Section F - Applicant will sign and date Section F on the line designated for "signature of minor" and "Date".
- Applicant will email completed A-300 form and a copy of a birth certificate or other proof of Age to lgrafer@whrhrs.org
- Watchung Hills will certify and log the document and return a copy of the completed form to the applicant via email.
- Applicant will return certified form to the employer.

For resident students not currently enrolled at Watchung Hills Regional High School:

- Download the [A-300 Form](#) from the Watchung Hills website.
- Section A - Applicant will complete this section; parent signature is required.
- Section B - Applicant will have this section completed by the employer.
- Section C - Applicant will have this section completed by their Physician.
- Section E - Applicant will have section completed by the school that the minor attends.
- Section F - Applicant will sign and date Section F on the line designated for "signature of minor" and "Date".
- Applicant will email completed A-300 form and a copy of a birth certificate or other proof of Age to lgrafer@whrhrs.org
- Watchung Hills will certify and log the document and return a copy of the completed form to the applicant via email.
- Applicant will return certified form to the employer.