



Working Papers Instructions

If your child is 14 years or older and is interested in obtaining their working papers, please follow the instructions below.

1. Come to the middle school main office to receive a copy of the application or print it from the school website.
2. A parent/guardian must fill out Part I on page one of the application. Do not fill out the rest of page one, the school will complete these sections.
3. Your child should then bring the packet to the school nurse. If the school nurse has a current physical on file they can complete page three of the application. If the school nurse does not have a current copy of your child's physical on file, you will need to take this page to your child's physician.
4. Bring the packet to either the main office secretary or the school counselor, who will complete page four.
5. Once the packet is completed, either the main office secretary or the school counselor will fill out your working papers. The child must sign the working papers in the presence of the certifying officer. Your application will be kept for our records and your child will receive their working papers.
6. Your child's working papers will expire the day before they turn 16 years old. At that time they will have to reapply at the high school.
7. If you are looking for working papers over the summer, please contact the main office at (845) 677-4210 x. 3100 to make an appointment. High school aged students should contact the high school main office.
8. Students attending a private school, but reside in the Millbrook Central School District, should still get their working papers from Millbrook Central School District.