

Update from the Career Team regarding Working Papers:

Please review the requirements below and let us know when you have everything ready to connect by completing this [Working Paper Request Form](#) where you will submit all the required documentation. Once you have completed it, Mr. Pilgrim or Ms. Richardson will arrange a time to go over the documents that you have submitted.

*\*\* Students will receive their working papers virtually within 2 weeks. Given the circumstances that we are facing, the turnaround time to receive their physical working card is longer than usual. Therefore, they may not receive it until later in the year.\*\**

### **Working Card Procedure**

1. Submit your documents using the [Working Papers Request Form](#) to schedule a virtual meeting with Mr. Pilgrim.
2. Complete the **Application for Employment Certificate** at this [link](#) where you may include parent or guardian digital signature.
3. Virtually present **physical** (copy) (dated within the last 12 months) OR a letter from the doctor stating that the child is able to work.
4. Virtually present **proof of age** (example: a copy of birth certificate, state ID, or passport)
5. Receive working card in the mail and sign.

Department of Education Directive from March 30, 2020 – [Working Papers for Minors and School Closures](#).

If you have any questions about the process, please reach out to Ms. Mimi Richardson, Manager of Career Counseling at 917-510-5080 or at [mrichardson@kipnyc.org](mailto:mrichardson@kipnyc.org).