

**Harrison High School
255 Union Avenue
Harrison, NY 10528**

Instructions for Working Cards

The following forms need to be completed before a working card can be issued.

- **FORM #AT-16** (Physical Fitness Certification) must be completed. The nurse at your school may complete this form (during the school year) if a current physical is on file or you may have your private physician complete the form.
- **FORM #AT-17** (Application for Employment Certificate), Part 1 (information about the student including the student's Social Security number) needs to be completed and signed by a parent/guardian.
- The State also requires proof of age. If applicant is a currently enrolled student at HARRISON HIGH SCHOOL or LMK MIDDLE SCHOOL, we have proof of age on file at their school, otherwise any one of the following: birth certificate, passport, driver's license or permit may be brought in for the issuing official to verify the applicant's date of birth.
- We would also need to verify the Social Security number (**you must present the original Social Security card**) for verification.
- The student applicant can go to either the HARRISON HIGH SCHOOL or LMK MIDDLE SCHOOL main office with the above mentioned completed forms. **The applicant is required to sign the working card in the presence of the issuing official.**
- Working Papers will be issued at either main office:
 - Monday through Thursday 7:45 a.m. to 3:00 p.m.
 - Friday 8:00 a.m. to 11:30 a.m.