



Sprague School District
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Sayles School

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Dear Parent or Guardian:

The purpose of this letter is to provide parents and guardians with information regarding the Certificate of Age Form ED-301 (Working Papers). If they are applying for a job, except in limited circumstances, all Connecticut children (i.e., minors) under the age of 18 must have Working Papers. The purpose of Working Papers is to ensure the safety of children in the workplace by:

- properly documenting the minor's age;
- ensuring that minors are employed in occupations that are acceptable under the law; and
- ensuring that working conditions and hours will not interfere with the minors' education or put their safety at risk.

The staff in the Sprague School District understands the importance of family and school partnerships to maximize a student's college and career readiness potential. As partners, we share the responsibility for starting conversations with our students on the connection between their education and future career planning and experience.

When choosing a job and determining what documentation is necessary for employment, parents and guardians play an integral role in ensuring that their child makes an informed decision. Additionally, it is essential for students to develop work-readiness skills, such as working in teams, problem-solving and leadership skills.

Connecticut child labor laws are designed to protect the health and education of young workers under the age of 18 years old. Parents can help best by understanding the protections and safeguards of the Child Labor Laws and how they are applied.

School Role

The superintendent or designated staff member, or the supervisory agent of a non-public school, shall issue Working Papers to any resident minor who desires employment, is within the allowable ages, and whose prospective job meets the statute.

Employer Role

A prospective employer must provide a written promise of employment to the minor. This letter must include the job title, duties, hourly wages, hours the minor will work, and the employer's signature.

Educators and employers have a responsibility to provide children with the education and experiences that will prepare them to be college and career ready. Our primary concern, whether minors are learning in school or out in the workforce, is that our children are safe.

Please feel free to call us at 860.822.8264 with any questions you may have. More information about child labor laws is available online at the CT Department of Labor (<http://www.ctdol.state.ct.us/>).

Sincerely,

Mr. David B. Erwin
Superintendent of Schools

State of Connecticut Working Papers

Per the State of Connecticut Working Papers Manual:

As outlined in Section 10-193 of the C.G.S., the purpose of the Certificate of Age Form ED-301 is to ensure that individuals under the age of 18 have proper documentation of their age and are employed in occupations that are acceptable under the law.

Connecticut issues the Certificate of Age Form ED-301 to:

- *minors 16 and 17 years of age who desire **nonhazardous** jobs in any manufacturing, mechanical, service recreation, amusement, restaurant or mercantile establishment;*
- *minors 16 and 17 years of age who are students enrolled in a CSDE-approved Career Pathways/Cooperative Work Education Program and are assigned to a worksite experience in a potentially hazardous experience, as defined by the CTDOL;*
- *minors 15 years of age or older who desire **nonhazardous** jobs in any mercantile establishment; and*
- *minors 14 years of age or older who wish to work as a caddie or in a pro shop at any municipal or private golf course.*

The Certificate of Age Form ED-301 (Appendix A) is used as verification of a minor's legal age for employment purposes. The superintendent of schools of any local or regional school district, their designated agents, or the supervisory agent of a nonpublic school, shall issue the Certificate of Age Form ED-301 to any resident minor who desires employment and has met all the requirements for being issued a Certificate. This employment certification is also commonly referred to as "working papers."

Criteria for Issuing an ED-301 Certificate

A minor who is requesting working papers must:

1. Appear in person at the school district's board of education or superintendent's office
 - a. It is always a good idea to call in advance of visiting due to vacations and holidays (860.822.8264 ext. 107 or ext. 109)
2. Be over 16 years of age*
3. Have authentic evidence of age (i.e. birth certificate, driver's license, baptismal certificate, etc.)
4. Written promise of employment
 - a. Signed by the prospective employer
 - b. Indicate job duties
 - c. Include employer's full name and address

** Note: Under certain conditions and specific circumstances, a **Certificate of Age Form ED-301** may be issued to a minor who has reached the age of 14 to be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course or to a minor who has reached the age of 15 for employment in a **nonhazardous** job in any mercantile establishment*

Other required information:

1. Is the minor attending school? Yes or No
2. Minor's home address
3. Head of household at above address (parent \ guardian) and relationship to minor