

# Mount Olive High School

18 COREY ROAD, FLANDERS, NJ 07836

Kevin Moore, Principal  
Susan Pasqualone, Vice Principal  
Robert Feltmann, Vice Principal of Pupil Services  
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Telephone Number (973) 927-2208  
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Robert R. Zywicki, Ed.D. Superintendent of Schools

To all Students and Parents,

Please direct all questions about Working Papers to [aleysha.khan@motsd.org](mailto:aleysha.khan@motsd.org).

Click on the link (Control + Click) for the blank Working Papers form. Alternately, please go to the NJ Department of Labor and search Working Papers – form A300.

[https://www.nj.gov/labor/forms\\_pdfs/wagehour/A300.pdf](https://www.nj.gov/labor/forms_pdfs/wagehour/A300.pdf)

The following instructions need to be completed before Mrs. Khan can sign off on Parts **E** and **F**. Everything will be done electronically, unless the student is attending school in-person during their assigned cohort.

Parts **A** (student /parent), **B** (employer) and **C** (doctor) have to be completed. These have to be completely filled out with all information and signatures. If you have a school sports physical on file at the nurses' office that can be used for Part C, otherwise a doctor will have to complete that section.

The student needs to sign the bottom of Part **F** (Signature of Minor).

Then scan and email the completed and signed working papers form to Mrs. Khan with one of the *proof of age documents* listed in Part **D**.

When you send Mrs. Khan the completed form with the proof of age document then she can sign off and return it to you for the employer.

Mrs. Khan is available to sign working papers electronically Monday to Friday 7am to 3pm, or for an in-person student while they are in the building.

Sincerely,

Mr. Kevin Moore  
Principal