



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Diocesan Superintendents
Head(s) of School, Connecticut Association of Independent Schools

FROM: Charlene Russell-Tucker, Chief Operating Officer 

DATE: March 6, 2018

SUBJECT: Identification of Designated Agents for the Certificate of Age Form ED-301
(Working Papers)

Except in limited circumstances defined by law, all minors under the age of 18 years old employed in the State of Connecticut must have a **Certificate of Age Form ED-301** also called “**Working Papers.**” In each school district or nonpublic school, the Connecticut State Department of Education (CSDE) is seeking to identify the designated agent(s) responsible for Working Papers. As outlined in Section 10-193 of the Connecticut General Statutes, the purpose of Working Papers is to ensure that individuals under the age of 18 have proper documentation of their age and are employed in occupations acceptable under the law. Specifically, Section 10-193(a) as of July 1, 2017, states that:

The superintendent of schools of any local or regional board of education or an agent designated by such superintendent, or the supervisory agent of a nonpublic school shall, upon application and in accordance with procedures established by the State Board of Education, furnish, to any person desiring to employ a minor under the age of eighteen years (1) in any manufacturing, mechanical or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, a certificate showing that such minor is sixteen years of age or older, (2) in any mercantile establishment, a certificate showing that such minor is fifteen years of age or older, and (3) at any municipal or private golf course, a certificate showing that such minor is fourteen years of age or older.

Superintendents of schools, their designees, or the supervisory agents of nonpublic schools may issue Working Papers. Those authorized to issue Working Papers are responsible for ensuring that each **Certificate of Age Form ED-301** is issued in compliance with Connecticut statutes and regulations relating to the employment of minors and the policies set forth by the State Board of Education for issuing such certificates. Names of designated agents are provided to the CSDE by the superintendent or supervisory agent. The CSDE has designed an electronic survey process for entering and editing information regarding the designated agent or agents for Working Papers.

Please use the [Authorization of Designated Agents Entry Form](#) to provide the following designee information. This information must be submitted no later than **April 9, 2018**.

- name of district, private school or diocese and school names;
- name of superintendent of schools, private school principal or head of school;
- name of designated agent(s); and
- designated agent(s) contact information.

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Additionally, to ensure that families understand the child labor law protections, the CSDE has attached a sample parent letter to share with parents and guardians explaining the role of the school, the employer and the parent. It is essential that the parent letter be prepared in the primary language spoken at home.

Your cooperation in providing the necessary contact information will assist the CSDE in updating its existing system and will ensure efficiency in the processing of the Certificate of Age Form ED-301 by your staff. If you need further information, please feel free to contact Marcy Reed at 860-807-2130 or Marcy.Reed@ct.gov.

CRT:mr

cc: Dr. Dianna R Wentzell, Commissioner of Education
Glen Peterson, Education Division Director
Marcy Reed, Education Consultant, Adult Education Unit

Attachment

Sample Letter Notice to Parents and Guardians
[*School Letterhead*]

[*Date*]

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 at [*school name*] 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 [*phone number*] with any questions you may have. More information about child labor laws is available at [CT Dept of Labor](#).

Sincerely,

[*Signature of School Principal*]