

## WORKING PAPERS PICKUP PROCESS

If your child attends Westerly Public Schools, please contact the high school guidance office at 401-315-1501 option 4 for assistance in completing and picking up working papers.

We have also developed the following protocol to prepare and pick up working papers for student's that do not attend Westerly Public Schools. Pick up is by appointment only in the administrative office at Babcock Hall. Please note that an Intent to Employ must be completed and signed by both the employer and parent before working papers can be prepared. Our summer hours are 7:30 to 2:00 daily.

- Scan & email the completed Intent to Employ form. This form must be completed in full, including employer and parent signature, before we can fill out your child's working papers. You can download a free scanner app, or take a clear picture of the form on a flat surface that can be emailed to your guidance or school secretary.
- Once the completed intent to employ form is received, you will receive a confirmation of receipt and that the working papers are in process.
- Once the working papers have been prepared, you will be contacted by one of the administrative staff at Babcock Hall to schedule a time for curbside pickup.
- You MUST bring the original Intent to Employ form with employer and parent signatures.
- If your child is not a WPS student, you must also bring a form of ID such as birth certificate, driver's license or passport.
- Working papers require your child's signature, so they must be present at the time of pick up.

Babcock Hall is located at 23 Highland Avenue, Westerly. If using GPS, please use 15 Highland Avenue in order to get to the front parking lot. When you arrive for your appointment, pull up to the front doors and remain in your vehicle. If someone does not appear shortly, please ring the bell.

If you have any questions, contact your school's guidance secretary at [adionne@westerly.k12.ri.us](mailto:adionne@westerly.k12.ri.us) or [damorrone@westerly.k12.ri.us](mailto:damorrone@westerly.k12.ri.us) (WHS). You may also contact Babcock Hall directly at 401-315-1500 and leave a message, or email [jreale@westerly.k12.ri.us](mailto:jreale@westerly.k12.ri.us), [rfalcone@westerly.k12.ri.us](mailto:rfalcone@westerly.k12.ri.us) or [mbarber@westerly.k12.ri.us](mailto:mbarber@westerly.k12.ri.us) for more information.