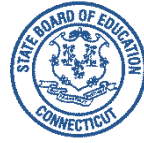





STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



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

**FROM:** Charlene Russell-Tucker, Chief Operating Officer 

**DATE:** August 10, 2018

**SUBJECT:** Identification of Designated Agents for the Certificate of Age Form ED-301 (Working Papers) for the 2018-19 School Year

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 (Working Papers). In each school district or nonpublic school, the Connecticut State Department of Education (CSDE) is seeking to identify the designated agent or agents responsible for issuing Working Papers. As outlined in Section 10-193 of the Connecticut General Statutes (C.G.S.), 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 that are acceptable under the law. Specifically, C.G.S. Section 10-193(a) provides 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.*

The statutes authorize superintendents of schools and supervisory agents of nonpublic schools to identify the designated agent or agents in their district and ensure that the statutory and regulatory requirements are met regarding Working Papers. The CSDE has designed an electronic survey process for entering and editing information regarding the designated agent or agents for Working Papers. In order for the CSDE to provide information and materials related to the Certificate of Age Form ED-301 (Working Papers) to designees, the survey will be utilized to develop a contact list.

Please use the [Authorization of Designated Agents Entry Form](#) to provide the following designee information. This information must be submitted no later than **October 1, 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.

Identification of Designated Agents for the Certificate of Age Form  
ED-301 (Working Papers)  
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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](mailto:Marcy.Reed@ct.gov).

CRT:mr

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

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 Working Papers (Certificate of Age Form ED-301). Except in limited circumstances, all Connecticut children (i.e., minors) under the age of 18 must have Working Papers if they are applying for a job. 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 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,

[School Principal]