

Working Papers for Rhode Island Employment

**Ponaganset High School Counseling Office
401-710-7500 x3194 or x3199**

When school is not in session, please call before coming in to verify someone is in the office to assist you. During summer hours you will need to schedule an appointment with the office.

We are only able to issue working papers for the State of Rhode Island. If you are employed in CT or MA, you will need to contact their superintendent's office for further instructions on how to complete working papers.

Working papers are a two-part process.

Part 1:

The first form “[Intent to Employ a Minor](#)” needs to be completely filled out (*lines 1 thru 7*) and signed by both your employer (*line 8 & 9*) and a parent/guardian (*Line 10 & 11*) before we can proceed to the second step. If this is not complete, we will not be able to assist you with completing the work permit.

Mark the top of the page correctly to indicate if you're 14-15 or 16-17 years of age.

Part 2: Once part 1 has been completed you will need to schedule an appointment with the school counseling office to complete the second form.

Please note: If you are not a student of Ponaganset, you will need to bring in your original birth certificate to verify your name and age. Working papers will not be accepted and processed without it.

Students must appear in person to sign the second form. This form is the working paper that will go to the new employer and the Rhode Island Department of Labor.

Important Links:

[Intent To Employ a Minor](#)

[DLT Labor Standards](#)

[Child Labor Laws](#)