

## **Employment Certificate Application Directions Working Papers**

### Application

- Parent/guardian must complete and sign the Employment Certificate application
- Student must be present
- A Physician's Report of Physical Exam issued within 12 months prior to the application date must be provided at the time of application.
- Proof of Identification

### Duplicate Certificate

- A duplicate copy of the Employment Certificate can be obtained through the School Health Office or Central Offices when schools are closed.

### Summer Hours

- When schools are closed, Employment Certificate Applications can be obtained in Central Offices.
  - Office of Student Support Services  
Central Offices  
725 Harrison Street, Room 206  
Syracuse, New York 13210
  - Please call 435-4131 for summer hours

### Certificate

- Student must be present to sign the Employment

Application for Employment Certificate (AT-17) URL  
<http://www.p12.nysed.gov/sss/pps/workingpapers/AT-17.pdf>