

WORKING PAPERS OFFICE

**The Working Papers Office is located at the
Juanita Sanchez Educational Complex-Student Affairs Office,
182 Thurbers Avenue
(401) 456-9293**

**OFFICE HOURS: MAY 7-JUNE 22, 2018
MONDAY through FRIDAY 8:30am-4:30pm**

**SUMMER OFFICE HOURS: BEGINNING JUNE 25, 2018
MONDAY through FRIDAY 8:30am-4:00pm**

What do I need to attain a Student Work Permit in Rhode Island?

- Be at least between the ages of 14-17 years of age
- Have Intent to Employ Minor Form signed by Parent/Guardian & Employer
- Once Intent to Employ Form is completed, it is to be presented by the MINOR, and delivered IN PERSON to the Student Affairs Office.
- Have a acceptable proof of age i.e. (Birth Certificate, RI State Identification, RI License, Baptismal Certificate, Passport, (Please see additional acceptable proof of age listed on Intention to Employ Form)
- Have a job pending