INSTRUCTIONS FOR GETTING WORKING PAPERS WHILE SCHOOL IS CLOSED

1. Print the Working Paper Application off the website.

1. Complete the information and have your parent sign it. You do not need to show prove of age, as you as our student.
2. Scan and email it, OR take a picture with your phone and email it to Mrs. Heinrich, guidance secretary. [kheinrich@palmerton.org](mailto:kheinrich@palmerton.org)
3. Mrs. Heinrich will complete the blue working card and she will mail it to your home.

\*\*\*If you lost your blue working card and are in need of a new one, email Mrs. Heinrich and she will mail you a new one.