

GAHS

Gramercy Arts High School

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We're committed to building a strong, equitable, and purposeful scholarly and artistic community that prepares all students to succeed in a college of their choice, and beyond.



Working Paper Instructions

Working papers are processed year round. Students will obtain the working paper application and the physical form from their guidance counselor or the links below. Completed forms should be emailed to lcordero@schools.nyc.gov for processing. **Please allow 5 days for processing if your application is complete. Applications submitted after the last day of classes (6/26/2026) will be processed virtually. The student will sign their working paper via Docusign and the card will be mailed home.**

Eligibility:

Students ages **14 to 15 years old** will receive a **blue working paper card**

Students ages **16 to 17 years old** will receive a **green working paper card**

Application: (Please note parents cannot obtain working papers for their child)

Working Paper application Only complete part 1 (date, student name, student address) and parent must sign on Parent signature line. **Do not complete any other sections on the application.**

Physical medical form:

A doctor must complete this form Physical Medical form (Recommended to use this form)

The physical or doctor's note (*see below) cannot be more than 1 year old. The form or doctor's note must be signed by the doctor and stamped with the doctor's Licence number or NPI # **or it will not be valid or accepted.**

*If a doctor provides a letter it must contain all of the following information: (no exceptions)

- Student's full name
- Student's date of birth
- The date of the physical examination
- **The Doctor must specifically indicate on the letter the student is "physically fit to work" or it will not be valid or accepted.**
- **The doctor's signature, and stamp with license number must be included.**

If any of the above mentioned items are missing your working paper cannot be processed.

Please plan accordingly to obtain your working papers. Working papers are not processed when school is closed for breaks, or holidays. During the summer you must make an appointment to obtain working papers. Students do not need a job to obtain their working papers. It is strongly recommended to obtain your working papers when you are age eligible so you have them before you actually need them.

You will receive an email when your working paper is ready for pickup at the school store.