




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Public Schools
Diocesan Superintendents
Endowed and Incorporated Academies
Nonpublic Secondary Schools

FROM: Charlene Russell-Tucker, Chief Operating Officer 

DATE: October 1, 2019

SUBJECT: Identification of Designated Agent(s) for the Certificate of Age Form ED-301 (Working Papers) for the 2019-20 School Year

Except in limited circumstances defined by law, all minors under the age of 18 years old employed in the State of Connecticut must have Working Papers (Certificate of Age Form ED-301). In each school district, the Connecticut State Department of Education (CSDE) is seeking to identify the designated agent or agents responsible for issuing Working Papers. As outlined in Section 10-193 of the Connecticut General Statutes, the purpose of Working Papers is to ensure that individuals under the age of 18 have proper documentation of their age and are employed in occupations that are acceptable under the law. Specifically, Section 10-193(a) as of July 1, 2017, provides that:

The superintendent of schools of any local or regional board of education or an agent designated by such superintendent, or the supervisory agent of a nonpublic school shall, upon application and in accordance with procedures established by the State Board of Education, furnish, to any person desiring to employ a minor under the age of eighteen years (1) in any manufacturing, mechanical or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, a certificate showing that such minor is sixteen years of age or older, (2) in any mercantile establishment, a certificate showing that such minor is fifteen years of age or older, and (3) at any municipal or private golf course, a certificate showing that such minor is fourteen years of age or older.

The statutes authorize superintendents of schools and supervisory agents of nonpublic schools to identify the designated agent or agents in their district and ensure that the statutory and regulatory requirements are met regarding Working Papers. The CSDE has designed an electronic survey process for entering information regarding the designated agent or agents for Working Papers who will serve during the 2019-20 school year. In order for the CSDE to provide timely updates, information and materials related to the ED-301 (Working Papers) to designees, the survey will be utilized to develop a contact list.

Please use the [Authorization of Designated Agents Entry Form](#) to provide the following designee information. This information must be submitted no later than **November 1, 2019**.

- Name of district, private school or diocese and school names;
- Name of superintendent of schools, private school principal or head of school;
- Name of designated agent(s); and
- Designated agent(s) contact information.

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Additionally, to ensure that families understand the child labor law protections, the CSDE has attached a sample parent letter to share with parents and guardians explaining the role of the school, the employer and the parent. It is essential that the parent letter be prepared in the primary language spoken at home.

Your cooperation in providing the 2019-20 contact information will assist the CSDE in updating its existing system and will ensure efficiency in the processing of the Certificate of Age Form (ED-301) by your staff. If you need further information, please feel free to contact Marcy Reed at 860-807-2130 or Marcy.Reed@ct.gov.

CRT:mr

cc: Dr. Miguel A. Cardona, Commissioner of Education
Glen Peterson, Division Director, CSDE
Marcy Reed, Education Consultant, Adult Education Unit, CSDE

Attachment