

## WORK STUDY PROCEDURES

1. Find a job that is specifically related to your CTE class. Email Dr. Salmanowitz at this point to alert him and to double check availability. He will also do a site visit at this time.
2. Fill out an A300 (working paper):
  - Part A – Personal Information
  - Part B – Job Information
  - Part C – Nurse/Doctor Physical Information
  - Part D – Administrator Sign Off (If you are virtual, send to Dr. Salmanowitz after A,B,C are completed)
  - Part E – CIE sign off (send to Dr. Salmanowitz)
3. Fill out an SLE Permission slip, including student, parent, employer signatures
4. Fill out a Covid release form
5. Send all to [dsalmanowitz@essextech.org](mailto:dsalmanowitz@essextech.org)

### *LINKS FOR FORMS*

[https://www.nj.gov/labor/forms\\_pdfs/wagehour/A300.pdf](https://www.nj.gov/labor/forms_pdfs/wagehour/A300.pdf)

<https://www.state.nj.us/education/cte/sle/CEEHazardousBusiness.pdf>

<https://drive.google.com/file/d/1w0oHJmMJB2sKlIfcUfFKrnd9ULYiqDPY/view?usp=sharing>

Feel free to contact Dr. Salmanowitz with any questions in regard to work study.

[dsalmanowitz@essextech.org](mailto:dsalmanowitz@essextech.org)

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