

Student Name: _____

Prattville High School



Office Aide Application

Students in the 11th and 12th grade with an overall GPA of 3.5 or higher and excellent disciplinary and attendance histories may be eligible. We cannot guarantee placement in a particular setting due to scheduling/need fulfillment, but will meet your request if possible. Please rank your choices in order of preference (1-first choice, 2-second choice, 3-third choice). If you rank all equally, choose "1" for all.

_____ Main Office

_____ Media Center

_____ Student Center

If you are selected to be an aide, which elective would you like to drop from your course selection sheet? _____

I understand that I will be working in an office environment where my attendance, cooperation, work habits, and behavior are important. I may be exposed to confidential information and understand that it should remain confidential. I must conduct myself in a mature manner at all times, respond positively to directions from any PHS staff, and exhibit professional courtesy to parents, students, and faculty/staff. This is not a study hall, and I will be prepared to help with whatever tasks are assigned to me. I also understand that I will not receive a grade or credit for being an aide.

If at any time school administration feels you are not meeting the above expectations, a conference will be held to allow you the opportunity to correct your behaviors. If no change occurs after the conference, a schedule change will be made for you. Please sign below to indicate your agreement to the above expectations and procedures.

Student Name

Student Signature

Parent Name

Parent Signature

Office Use Only: GPA: _____ Tardies/Absences: _____ Clear Discipline? Y or N