

Faculty/Office Aide Registration Form

Qualifications/Restrictions for Faculty/Office Aides

To qualify as an aide, the student must meet the following qualifications:

1. Must be a Junior or Senior.
2. Must have a cumulative GPA of 3.0+ (Seniors) or 3.75+ (Juniors).
3. Must have satisfactory conduct with no ISD, out of school suspension, or alternative school assignments during the previous or current semester.
4. Must have no more than five (5) absences the previous semester.
5. Must have no more than five (5) tardies and/or checkouts the previous semester.
(Attendance will be verified in June and/or January and can be appealed.)

- No more than one (1) aide can be assigned per teacher and cannot be during the teacher's planning time.
- Students who qualify may be a faculty aide and/or an office aide for a maximum of two periods.
- Students are not allowed to be an office aide for two (2) periods in the same office or a faculty aide for two (2) periods with the same teacher.

Student Last Name: _____ First Name: _____ MI: _____

I believe I meet the above requirements and I am requesting to register for one (1) or two (2) of the following:

Check the box(es) that apply:

☐ Faculty Aide

for Mr./Ms. _____ S1: ____ S2: ____ Teacher's Signature: _____

☐ Main Office Aide

S1: ____ S2: ____ Mr. Parsley's Signature: _____

☐ SCC Office Aide

S1: ____ S2: ____ Mrs. Saner's Signature: _____

☐ Special Services Aide

S1: ____ S2: ____ Mrs. Hoover's Signature: _____

☐ Library Aide

S1: ____ S2: ____ Ms. Gilley's Signature: _____

I understand that if I do not meet the above qualifications in June and/or January, I will be removed as an aide and be placed in a replacement course.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

For Office Use ONLY:	
June Verification	January Verification
<input type="checkbox"/> GPA	<input type="checkbox"/> GPA
<input type="checkbox"/> Conduct	<input type="checkbox"/> Conduct
<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance
If any of the above are not approved, the student will be removed and placed in the alternate course(s).	