



## PEER FACILITATION / OFFICE AIDE APPLICATION

Please complete the following application and return to 1380 by Wednesday, February 19. Students who do not complete all necessary paperwork will not be considered for the Office Aide positions.

STUDENT INFORMATION	
NAME:	
GRADE:	COUNSELOR:
ADDRESS:	
PHONE NUMBER:	
STUDENT APPLICATION REQUIREMENTS	
<b>All students applying for a Student Office Aide Position must meet the following criteria:</b>	
<ul style="list-style-type: none"><li>• No ISS or OSS infractions. Minimal Office Referrals.</li><li>• Generally good attendance (no more than 5 – 7 absences/semester).</li><li>• Be on track to graduate (cannot be missing any graduation requirements or be off-track for graduation).</li><li>• Be willing and able to provide 2 teacher recommendations upon request.</li></ul>	
OFFICE AIDE EXPECTATIONS	
<b>The Office Aide class is a credit-bearing course. Students WILL receive a grade. All students placed as Office Aides are expected to adhere to the following rules and requirements. <u>Failure to meet these expectations may result in a lower grade in the course or removal from the position.</u></b>	
<ul style="list-style-type: none"><li>• Regular Attendance (Students with more than 5 unexcused absences may be removed).</li><li>• Follow and complete all work assigned by the Office Supervisor.</li><li>• Agreement of confidentiality. Due to proximity of the working environment, Office Aides may obtain access to confidential information. Any unauthorized release or carelessness in handling of this confidential information may result in a removal from the position.</li><li>• School representative. Office Aides are considered clear, visible representatives of the school. Behavior unbecoming of a school representative may result in removal from the position.</li></ul>	
OFFICE AIDE POSITIONS	
<b>The following positions are available for Office Aide. Placement requests are accepted but not guaranteed. Office placement is based on need.</b>	
<ul style="list-style-type: none"><li>• Front Office/Attendance Office</li><li>• Classroom Help</li></ul>	<ul style="list-style-type: none"><li>• Counseling Offices (1320, 1340)</li><li>• Administrative Offices (1360, 1380)</li></ul>
OFFICE AIDE CONSENT AND SIGNATURE	
Based on the above information, I understand and agree to the requirements of the Office Aide position. By signing below, I acknowledge that I/my child will adhere to these terms if I/my child am accepted and placed as an Office Aide.	
NAME (PRINT): _____	SIGNATURE: _____
PARENT NAME (PRINT): _____	SIGNATURE: _____