

## Spanish Springs High School

## APPLICATION FOR OFFICE AIDE

Student Name (print) \_\_\_\_\_

Students serving as an aide in the Counseling Office, Discipline Office, Library or the Main Office will receive ½ of an elective per semester. Students must meet the following criteria to become an aide:

- 3.0 GPA
- NO disciplinary issues
- Excellent attendance (3 or fewer absences & 5 or fewer tardies)
- Juniors and Seniors ONLY (Copy Center allows Sophomores)

Students failing to meet the established criteria will not be allowed to serve as an aide. Any discipline issue during the semester could result in removal from aide position and result in loss of credit.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Please check the appropriate office and term in which you would like to serve.

☐ Counseling (8125/8126)    ☐ Career Center (8135/8136)    ☐ SRO (8151/8152)

☐ Library (8095/8096)    ☐ Main Office (8145/8146)    ☐ Copy Center (8121/8122)

☐ Fall Semester (1/2 credit)    ☐ Spring Semester (1/2 credit)    ☐ Full Year (1 credit)

Briefly explain in the space provided below why you want to be an office aide.

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**Office Use Only**Approval Signature \_\_\_\_\_ ☐ Approved ☐ Denied

GPA: \_\_\_\_\_ Attendance: \_\_\_\_\_ Discipline: \_\_\_\_\_

☐ Counseling Office    ☐ Discipline Office    ☐ Library Office    ☐ Main Office

☐ Fall Semester    ☐ Spring Semester    ☐ Full Year