

OFF PERIOD/OFFICE AIDE APPLICATION AND CONTRACT

SENIOR YEAR 2018-2019

If you are on track to graduate with good grades and attendance, you may apply to have an off period and/or office aide period (one per semester). To qualify, you must meet the following criteria verified by your AP and counselor who must sign below:

<input type="checkbox"/> 1. Attendance of 90% or higher in all classes for the current and previous semester. <input type="checkbox"/> 2. A grade of 78 or higher in all classes for the current and previous semester. <input type="checkbox"/> 3. No discipline referrals resulting in ISS, Home Suspension, or ALC.
Assistant Principal Signature: _____ Date: _____

<input type="checkbox"/> 4. No missing credits or credits currently being made up in DELTA, Twilight, or Jumpstart. This includes any NCs from previous school years. <input type="checkbox"/> 5. Passing scores on STAAR Algebra 1, Biology, English 1, and English 2.
Counselor Signature: _____ Date: _____

<input type="checkbox"/> 6. College ready as indicated by the TSI, SAT, or ACT or enrolled in a College Readiness course.
College and Career Center Signature: _____ Date: _____

If you apply for and are approved for an off period and one doesn't work in your schedule, please indicate if you would like an office aide position or indicate a class you would like to take instead (see below).

If you meet the criteria above, you may apply. Please complete the following:

FIRST & LAST NAME _____ **STUDENT ID:** _____

I would like to be considered for (check all that apply)

- One off period (or per semester if schedule allows).
- Two off periods (or per semester if schedule allows).
- Office Aide (Once office aide positions are filled, teacher aides are considered).
- Office Aide if an off period will not work in my schedule. If not, provide an alternate class: _____

If you checked "Office Aide" as one or more of your choices above and all such positions are filled, please indicate which teacher you would like to be an aide for and have that teacher sign below.

TEACHER: _____ TEACHER SIGNATURE: _____

Both off periods and office aide are a privilege. You must maintain an average of 78 or higher in all classes, 90% or higher attendance, have no discipline referrals, and maintain overall positive character otherwise the privilege will be lost and you will be placed in a class. My parent and I agree that during my off period(s) I will be (circle one):

Off Campus
 1st Floor Commons
 2nd Floor Chairs
 3rd Floor Chairs
 Library

STUDENT SIGNATURE : _____ **PARENT SIGNATURE:** _____

OFFICE USE ONLY

APPROVED
 DENIED
 PRINCIPAL SIGNATURE _____ **DATE** _____