



Libby Miller *Principal*
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Home of the Eagles since 1923

Teacher/Office Aide Application Form

Students who want to become a Teacher/Office Aide for the school year must complete the following application. The role of a Teacher/Office Aide for Flagstaff High School is an important responsibility and should not be seen as a “free period” where a student can sit on their phone or roam the hallways. Furthermore, most teachers will be permitted to have only one Teacher Aide for the entire day. The Office Aides will have more positions depending on the placement but are still limited. This means that there will not be enough placements for all the students applying to be an Aide. Please complete the following application and return it with your registration forms. The teacher you indicate will read over the applications and select their Aide for next year. If you are not selected, we will use your alternative elective when creating your schedule.

Rules:

- Juniors and Seniors only
- **Teachers can only have one Aide for the entire day.**
 - o Exception: Front Office, Counseling Office, Athletic Office, and Library Aide
- Teachers are not permitted to have an Aide during their prep period.
- Only one Aide position per year, per student.
- This position is a privilege and not a right. If the student can't handle the responsibility, administration has the right to remove them from the course.
- Students must sign a confidentiality contract.

Student: _____ I.D. #: _____ Grade: _____

Teacher Name: _____

*Please check that the teacher you are requesting wants a Teacher Aide next year. You do not need the teacher's signature. Please know that you are not guaranteed the teacher you requested as most teachers will only be permitted one TA.

OR

Attendance Office _____ Counseling Office _____ Athletic Office _____ Library _____ Nurse _____

Complete the Essay Prompt on the back and return with your registration paperwork or to the counseling office for teacher and counselor approval. Applications without the completed Essay Prompt will not be reviewed.

