

Student Office Aides Application Form (*Seniors Only*)

NAME (PRINT) _____

LOCATION (CHECK/FILL IN)

- Front Office
- Student Services
- Media Center
- Guidance Office
- H Building Office
- Principal Office
- Athletic Office
- Dean Office
- Career Center

The following criteria must be met for all SENIORS applying to be student aides in the administrative offices:

1. *Unweighted GPA of 3.0 or higher*
2. *Less than 5 absences in the spring semester of the junior year*
3. *No documented disciplinary incidents in the spring semester of the junior year*
4. *Two teacher recommendations*
5. *Parent signature*
6. *Agreement to abide by the CCPS/CHS Code of Conduct.*

Student office aides are held to a high standard of professionalism that adult employees are held at Charlotte High School. Student aides must abide by the following rules. Failure to do so may cause you to be removed from the position and placed into a class.

1. ***I understand that I will not receive credit or a grade for this course. Ninety (90) community service points are recorded at the end of the semester.***
2. *I must report to my assigned location daily, sign in and wear an approved student aid badge while moving about the campus.*
3. *I will be required to remain in my designated office area unless asked to run an errand by the supervising adult.*
4. *I will abide by the dress code set forth by the CCPS code of conduct.*

My signature indicates that I have met the criteria for this responsibility and I agree to abide by the above rules.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Teacher Recommendations:

Teacher Signature _____

Teacher Signature _____

Attain all signatures and return this agreement to Mrs. Dill Room G119.