

Terra Linda High School

Request for Teacher Assistant, Clerical Assistant, Library Aide, and Bilingual Tutor courses

Teachers: After completion, please return this form to the Counseling Department for review. The request will then be placed in the active file in the Counseling Office and interested students will be referred to teachers for an interview prior to approval.

- There are a limited number of spaces for students requesting Teacher Assistant, Clerical Assistant, Library Aide, and Bilingual Tutor courses. Each teacher may only have one Teacher Assistant (this means overall, not per period). PE teachers combined may have two Teacher Assistants per period – one male, and one female. In regards to office staff, TAs will be assigned one per period for the front office, none assigned to the counseling office, and one TA per period for the attendance office. This means the administrative office overall will have two TA’s total per period. The library will have one Clerical Assistant per period. ELD Teachers may have up to two Bilingual Tutors per period.
- All Teacher Assistants must be approved by administration prior to assignment.
- Teachers are responsible for keeping their Teacher Assistants busy for the entire period.
- Teacher Assistants, Clerical Assistants, Library Aides, and Bilingual Tutors will be graded on a **Pass/Fail basis**. A letter grade will not be assigned for credit.

Student Name: _____ **Today’s Date:** _____

Requested Teacher Name: _____ **Preferred Period:** _____

If student is asking to add Teacher Assistant, Clerical Assistant, Library Aide, or Bilingual Tutor courses in place of another already scheduled course, list the course being dropped to allow for the new aide position:

Course Title: _____

Students:

- Students may take a maximum of one period of Teacher Assistant, Clerical Assistant, Library Aide, or Bilingual Tutor in any one semester.
- Students must have and maintain a 2.0 GPA.
- Only 20 credits of Teacher Assistant, Clerical Assistant, Library Aide, or Bilingual Tutor may be counted toward graduation.
- Teacher Assistants, Clerical Assistants, Library Aides, and Bilingual Tutors are on a variable credit program. You may earn from zero to five credits per semester.
- Credit will be deducted for cutting, tardiness, or failure to perform assigned tasks.
- Any student violating confidentiality, misusing office forms, or leaving the workstation without permission will be dropped without credit.
- Teacher Assistants, Clerical Assistants, Library Aides, or Bilingual Tutors with poor attendance will receive a failing grade in accordance with the school policy on tardies and cutting.
- Teacher Assistants, Clerical Assistants, Library Aides, and Bilingual Tutors **MUST** participate in all testing activities.

Student Signature

Parent Signature

Teacher Signature

Counselor / Administrative Signature