



Libby Miller *Principal*
Matthew Barquin *Assistant Principal*
Frank Alvillar *Administrator*
Jeannine Brandel *Athletic Director*

Home of the Eagles since 1923

Office/Teacher Aide REQUEST FORM

Rules:

- Juniors and Seniors only
- **Teachers can only have one aide per period.**
 - o Exception: Front Office, Counseling Office, and Library aide
- Teachers CANNOT have an aide during their prep period.
- Only one aide position per year, per student.
- Students can take the course their junior and senior year.
- This course 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 placed into an office/counseling aide position must sign a confidentiality contract.

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

Teacher Name: _____ Period: _____

Teacher Signature: _____ Date: _____

OR

Main Office _____ Attendance Office _____ Counseling Office _____ Library _____ Nurse _____

Staff Name: _____ Period: _____

Staff Signature: _____ Date: _____

*Return to counseling office for counselor approval.

Counselor Signature: _____