



Flagstaff High School

400 West Elm Avenue
Flagstaff, AZ 86001
Phone: 928-773-8100 | Fax: 928-773-8146

Once an EAGLE, always an EAGLE!

Libby Miller, Principal

Trish Eberlein, Assistant Principal

Matthew Barquin, Assistant Principal

Jeannine Brandel, Athletic Director

Office/Teacher Aide REQUEST FORM

Rules:

- Juniors and Seniors only
- Teachers can only have one aide per period
- 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: _____ Date: _____

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: _____

Rev: 1/30/2023