



Mountain View High School

Teacher, Office, or Counseling Assistant Application



Please complete and return this application with your 2008-2009 Enrollment Form.

Name of Student: _____

Date: _____

Academy: _____

G.P.A. _____

Grade: 11 12 _____

Requirements:

- ✓ GPA of 2.5 or higher
- ✓ Attach a current **Attendance Report** for the school year from the Attendance office.
- ✓ Attendance must be in good standing.

If students do not meet the required G.P.A. and attendance, his or her application will be discarded.

Student Guidelines:

- ✓ A Student may receive a maximum of one (1) credit per semester as a student Teacher, Office, and Counseling Assistant at MVHS.
- ✓ Teacher, Office and Counseling Assistants will receive a Pass/Fail.
- ✓ Students must be at a Junior credit standing before he or she can be a Teacher, Office, or Counseling Assistant.
- ✓ Students must meet all requirements listed in your registration materials and have completed or enrolled in courses pertinent to graduation (such as Speech, PE, Health, etc).
- ✓ Attendance, tardies, and discipline will be dealt with in the same manner as any other class.
- ✓ If students leave campus for any reason during Teacher, Office, or Counseling Assistant period without a permit-to-leave the student will be considered truant.

Filling out this form does not guarantee students a Teacher, Office, or Counseling Assistant position.

Skills and Interests:

Check those skills or interests at which you are proficient (good):

- | | |
|---|---|
| <input type="checkbox"/> Telephone Skills | <input type="checkbox"/> Spelling and Alphabetizing |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Typing/Computer Skills |
| <input type="checkbox"/> Art, Bulletin Boards, etc. | <input type="checkbox"/> Other _____ |

Subjects in which you excel:

| | |
|--|--|
| | |
| | |
| | |

Please check which position(s) you are interested in: (You will be placed in only ONE position per semester)

- | | | |
|---|--|---|
| <input type="checkbox"/> Teacher Assistant. | <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Counseling Assistant |
| <input type="checkbox"/> Semester A (fall) | <input type="checkbox"/> Semester B (spring) | <input type="checkbox"/> Full Year |

I will drop the following elective class if I am selected as a teacher, office or counseling assistant.

| | |
|---------------------------|-----------------|
| Fall Semester | Spring Semester |
| Student Signature | Date |
| Parent/Guardian Signature | Date |