



TEACHER AIDE REQUEST

Student Name: _____

Grade: _____ Class Period: _____

Sponsoring Staff Member: _____

Signature: _____ Date: _____ / _____ / _____

Description of what tasks the Teacher Aide will be doing for the Sponsoring Teacher if approved:

Guidelines:

1. The agreement is good for one semester.
2. A teacher may have only one teacher aide per period.
3. Teacher aides must be kept busy and may not use cell phones or teacher's computer during period serving as an aide.
4. Teacher aids must maintain good grades, attendance and discipline history while serving as an aide.
5. Teacher aides who are listed on D-F List will be removed from assignment.
6. Teacher aides must report on time and remain under the supervision of sponsoring teacher during period.
7. Teacher aides must have a pass to be outside of the classroom for any reason during the class period.
8. Teacher aides are not permitted to grade papers or view academic records of other students.

Student Signature: _____ Date: _____ / _____ / _____

Parent Signature: _____ Date: _____ / _____ / _____

Administrator Signature: _____ Date: _____ / _____ / _____