


# OFFICE AIDE APPLICATION

**Fill out the form below and get it back to the Office by the end of this week.**
You can scan it or take a picture and email it to Mrs. Elliott at belliott@isd221.net
You can also drop it off at the front office once you have completed the full form with parent signature.

Once your application has been reviewed by the office, you may be asked to participate in an interview. After submitting your application and completing the interview you will be notified if you have been selected as an office aide for next year.

Remember, this elective is for **1 semester only** and you must meet the following criteria:
No D's or F's in the previous grade period. No office referrals in the previous school year. And no major absences/ tardies.

Your First and Last Name:_____

Which grade will you be next year? _____7th Grade _____8th grade

Do you have mostly A's and B's? _____Yes _____No

Why do you want to be an office aide?

Student Signature_____ Date_____

Parent Signature _____ Date_____

**Selected for Office TA (Completed by Mrs. Elliott only) _____Yes _____No**