2026-2027 NFHS Office Aide Application

Applications and teacher recommendations are DUE 1/30/2026 by 4PM.

<table>
<tr><td>Student Name</td><td colspan="2"></td></tr>
<tr><td>Student ID Number</td><td colspan="2"></td></tr>
<tr><td>Student Grade NEXT YEAR:
(The course is open only to rising 11th & 12th graders.)</td><td colspan="2"></td></tr>
<tr><td rowspan="2">As part of the course application, you must have two teacher recommendations completed and submitted. Please list the two teachers who will submit recommendations.</td><td colspan="2">Teacher 1:</td></tr>
<tr><td colspan="2">Teacher 2:</td></tr>
<tr><td colspan="3">Office Aide Interest
Summarize why you wish to be an office aide.</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td colspan="3">Special Skills
What special skills can you bring to the office setting?</td></tr>
<tr><td colspan="3"></td></tr>
</table>

2026-2027 NFHS Office Aide Application

Agreement and Signature By submitting this application, I agree to abide by the NFHS Office Aide Confidentiality Agreement. As a NFHS Office Aide, you may be required to handle confidential information or materials. In general, you should treat all information that is not common knowledge or published information as confidential.
Name (printed):
Signature:
Date:

If chosen, which elective would you like to drop? _____

Thank you for completing this application form and for your interest in the NFHS Office Aide position. Please return the completed application and recommendation forms to Mrs. Bowen in the front office.

2026-2027 NFHS Office Aide Application

Teacher Recommendation 1

Contact Information

Student Name	
Student ID Number	
Teacher Name	

Recommendation

Please rate the student on each of the qualities listed below, with 10 being the best possible rating. Please include any additional comments in the column to the right.		
Quality	**Rating**	**Comments**
Reliability		
Communication		
Work Ethic		
Interpersonal Skills		
Attendance		
Attention to Detail		
Positive Attitude		
Intrinsic Motivation		

Please include any additional comments in the box below regarding whether or not the student would make a good candidate for an office aide.

Teacher Signature: _____ Date: _____

Please return the completed application to Kristin Bowen in the front office by 1/30/2026.

2026-2027 NFHS Office Aide Application

Teacher Recommendation 2

Contact Information

Student Name	
Student ID Number	
Teacher Name	

Recommendation:

Please rate the student on each of the qualities listed below, with 10 being the best possible rating. Please include any additional comments in the column to the right.		
Quality	**Rating**	**Comments**
Reliability		
Communication		
Work Ethic		
Interpersonal Skills		
Attendance		
Attention to Detail		
Positive Attitude		
Intrinsic Motivation		

Please include any additional comments in the box below regarding whether or not the student would make a good candidate for an office aide.

Teacher Signature: _____ Date: _____

Please return the completed application to Kristin Bowen in the front office by 1/30/2026.