

TA/Office Aide Eligibility Application

Student Name _____ Student ID _____

In order for a student at RCHS to be considered as a possible TA/Office Aide, all of the following must be true. Please initial next to each line:

- Student's cumulative GPA must be above 2.5. (attach transcript)
- Student's current GPA must be above 2.0.
- Student must be a junior or senior.
- If a student is a junior, the student must have accumulated at least 130 credits.
- If a student is a senior, the student must have accumulated at least 180 credits.
- Must have no serious record of misbehavior in discipline record.
(attach discipline record)
- Attendance history for previous year must be exemplary. All of the following must be checked off (attach attendance record)
 - few or no tardies
 - 5 or fewer unexcused FULL DAY absences
 - 8 or fewer unexcused PERIOD absences
- If a senior, student must have completed all previous Community Service requirements.
- Should the student fail to maintain these criteria during the school term where they are assigned as a TA, their class will be changed to an elective that fits within their schedule.**
- Student agrees to abide by school rules as a TA, which includes not leaving campus, staying in your assigned class and attending your TA class on time.

Student Signature _____ Date _____ Parent Signature _____ Date _____

This student is NOT eligible to be a TA or Office Assistant.

This student is eligible to be a TA or Office Assistant. Forward form to Counselor for final signature below.

I have reviewed the TA application for _____ and the attachments to that application, and approve him/her to be placed as a TA.

Counselor: _____ Date: _____