



## Assistantship Request Form

Complete this agreement with the teacher, librarian or counselor for whom you want to work. Remember, it is the decision of the staff if they want or need a TA – it is not a guarantee. If this form is not returned to Guidance by **the end of the semester**, your Assistantship request will be dropped, and another elective will be added in its place. You must have at least a 2.5 GPA, earned your CCRI points, and have a clean discipline record to take an assistantship class. A pass/fail only is issued for the Teacher Assistant credit.

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

GPA: \_\_\_\_\_ CCRI points: \_\_\_\_\_ Discipline referrals: \_\_\_\_\_

\_\_\_\_\_ Teacher Assistant Teacher Name (print): \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

\_\_\_\_\_ Office Assistant Counselor signature: \_\_\_\_\_

\_\_\_\_\_ Instructional Assistant Teacher Name (print): \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

\_\_\_\_\_ Library Assistant Librarian: \_\_\_\_\_

### Teacher Requirements:

1. Take attendance for your TA daily.
2. Keep TAs busy throughout the class period.
3. Be responsible for your TA during class time (no wandering outside of class).

### Student Requirements:

1. Attend class DAILY and arrive ON TIME.
2. Complete tasks as assigned by teacher.
3. When assigned a task outside of the classroom, complete it, and return to class immediately.
4. Be aware that a Teacher Assistant will earn a pass/fail only, while all other assistantships will earn a letter grade.

Student Signature: \_\_\_\_\_