TOKAY HIGH SCHOOL

Request for Service Period

(TA, Tutor, Office Assistant)

While Tokay High School provides an array of elective offerings, a student in the 11th or 12th grade who meets specific criteria (listed below) may request a "service" period instead – limited to one course per year. The teacher or supervisor of record must provide learning objectives for the student for the period of service. Both the counselor and the parent must give written permission for the student period.

Student Name: _____ Grade: _____ ID# _____

Choose one: Teacher Assistant ____ Office Assistant ____ Peer Tutor ____ AVID Tutor ____

Subject to be dropped _____ Term _____ Period _____

STUDENT REQUIREMENTS:

1. Juniors and seniors only. Minimum 3.0 grade point average. Positive attendance and discipline record.
2. Approval from proposed teacher/supervisor.
3. Completed request form returned to counselor. Counselor approval.
4. Student must attend service period on a daily basis. Failure to do so will result in removal from class with a failing grade for current semester.
5. Students are limited to a total of 20 credits of "service" during high school.

I HAVE READ THE INFORMATION ABOVE AND UNDERSTAND ALL REQUIREMENTS SET FORTH. FAILURE TO MEET REQUIREMENTS STATED WILL RESULT IN IMMEDIATE REMOVAL FROM MY TEACHER/OFFICE ASSISTANT POSITION AND A FAILING GRADE FOR THE SEMESTER.

Student Signature _____ Date _____

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