

Applications for Office Assistants for next school year are now available in all three grade level offices as well as the Front Office. Interested students who attend school regularly, maintain good grades, and have no referrals may take an application home for their parents to read and sign on Page 1 **before** giving it to one of their "**core**" teachers to fill out the Teacher Recommendation portion found on the back, noted as Page 2.

*Students **must** take the application home to their parents for **their permission and signature** **prior to any teacher filling out the recommendation form side**. Teachers, please **do not** accept any recommendation form without the Page 1 application side being **signed by the parent and note** that these signed forms are **NOT** to be returned to any student! All application/recommendation forms must be turned in to the 7th Grade Office by the teacher **no later than Friday, March 22, 2024** in order for it to be considered.