

TO: Teachers

FROM: Guidance

DATE: July 30, 2013

SUBJECT: Student Helpers for 2012-2013

If you are requesting a Student Helper, please complete a Request for Student Helper Form.

When considering a Student Helper for yourself please think of the following guidelines.

You are responsible for the student during the class time in which he/she is assigned to you.

You must indicate your Student Helper as "Absent" if he/she is not in your classroom on time.

Student Helpers during First and Last periods of the day are highly discouraged.

It is up to you if you want a Student Helper during your Planning Period.

The following form will be used to request a student for your Student Helper. This will help us to streamline the scheduling process.

Thanks,

F. Pierson

REQUEST FOR STUDENT HELPER

STUDENT NAME _____ TEACHER NAME _____

Class Period _____ Room Number _____ Date _____

Teacher Signature _____

Please return this form to Miss Sharon or Mrs. Pierson.