

Palm Springs Unified School District

Classroom/Office Aide Application

Pursuant to Education Code 51228.1, school districts may assign students as teachers/office assistants and tutors only if the following conditions are met:

1. The school officials determine that the student will benefit from the placement and
2. The parent gives consent in writing to the student being placed as a teacher's assistant or office assistant.

Education Code determines that being placed as a teacher's assistant or office assistant is a course without education content which is defined as:

"service, instructional work experience, or an otherwise named course in which the pupil is assigned to assist a certificated employee, but not expected to complete curricular assignments."

To earn credit, the following procedures are necessary:

1. Classroom/Office T.A.'s or Academic/bilingual tutors are assigned to certificated staff that will be responsible for reporting attendance and giving a grade for credit.
2. T.A.'s/tutors are supervised by the certificated staff member.
3. Student assistants and tutors should be on track to meet graduation requirements and all ramifications of being placed as an assistant has been fully explained to the parents.
4. The student listed below will benefit from this placement because:

5. Please attach a copy of transcript.

Please Complete the Following Information

_____ Semester 1 _____ Semester 2

Student Name _____ Grade _____ Student ID _____

__ Academic Tutor	____ Classroom TA	____ Office TA	__ Bilingual tutor
Course #4555	Counselor please add the Class Course #	Course # 4549	Course #4556

Student Signature: _____ Parent Signature: _____

Counselor Signature: _____ Administrator Signature: _____

_____ Approved ___ Denied _____ Date