



# Student Aide Contract Form

Print Form

Office of Instruction  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907) 746-9212 || F: (907) 746-9292

**Special Instructions:** The guidelines for serving as a student aide are as follows:

- Grade will be Pass/Fail and will be assigned by the supervising faculty member.
- Evaluation will be determined by the Student Aide Assessment Form.
- A Student Aide position will be worth one-half (1/2 or 0.5) credit per semester.
- A maximum of two (2) credits can be accumulated.
- Only one Aide position is allowed per student each semester.
- If ten (10) unexcused absences are accumulated in this course, credit will not be earned.
- *It is recommended that a faculty member have no more than two (2) Student Aides in a semester.*

The original form is to be filed in the student's permanent file after approval; one copy is to be filed with the counselor; one copy is for the student.

Student Name	<input type="text"/>	Student ID	<input type="text"/>	Phone #	<input type="text"/>
Mailing Address	<input type="text"/>	Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

Faculty/Instructor	<input type="text"/>	Period	<input type="text"/>
Room # / Location	<input type="text"/>	Semester	<input type="text"/>

Requirements:

- Junior or Senior in good academic standing
- Enrolled in at least three (3) courses at Student Aide site. *May include enrollment in District-Wide CTE courses.*

Courses:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

*I have read and agree to follow the guidelines of the Mat-Su Borough School District's Student Aide Policy. I understand ten (10) unexcused absences may result in the loss of credit.*

_____	_____	_____	_____
Student Signature	Date	Parent / Guardian Signature	Date

_____	_____
Faculty / Instructor Signature	Date

*Recommendations (Signature indicates approval is recommended)*

_____	_____	_____	_____
School Counselor Signature	Date	School Principal Signature	Date



# Student Aide Assessment Form

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**Special Instructions:** Check the box that accurately describes your assessment of the student. If any skill is noted as being "unacceptable," the student is in jeopardy of losing credit for the Student Aide course.

- This form is to be:
- Copied and retained by the supervisor of the Student Aide.
  - Filled out at the end of the semester.
  - Copied and shared with the Student Aide.
  - Returned to the student's counselor.
  - Copied and given to the school registrar for entering credit.
  - Filed in the student's permanent file.

Student Name	<input type="text"/>	Student ID	<input type="text"/>	Phone #	<input type="text"/>
Mailing Address	<input type="text"/>	Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

Faculty/Instructor	<input type="text"/>	Period	<input type="text"/>
Room # / Location	<input type="text"/>	Semester	<input type="text"/>

	Employability Skills	Acceptable	Unacceptable
1	Punctuality and Attendance - Arrives at work site / station on time - Ten (10) absences in this course may result in loss of credit and/or a failing grade		
2	Productive Attitude and Personal Qualities - Demonstrates personal character (for example: honesty, ethics, integrity) - Shows courtesy and respect (tact) - Appropriately dressed and groomed		
3	Time Management - Dependable in work assignments - Uses time efficiently without sacrificing quality		

NOTE: Ten (10) unexcused absences in this course may result in a loss of credit at the high school level.

Additional Comments

Faculty / Instructor Signature

Date

**Note to the Registrar: Course # 9971/9972 or 9990.**  
 A maximum of two (2) credits may be accumulated as a Student Aide.