

Mentorship Application Packet

1. Must be rising 11th or 12th grader!
2. Must turn in completed packet (application, transcript, 2 teacher recommendations) to Mrs. Kurtz in the Media Center by Friday, March 1, 2019.

. Only students who meet all of the requirements, turn in completed packets, and come back to get stickers (from the Media Center) during registration will be considered for mentorship next year!

FINAL DEADLINE IS Friday, March 1, 2019!

Mentorship Student Application

Name: _____ ID # _____ Grade: _____ GPA _____

Mentorship Description: This course is designed to provide the student with skills required for successful performance in an administrative support position. The course will include training and work based experience in a school office environment. The student reports to a designated school coordinator and is supervised by a designated teacher. Student attendance is logged by the assigned mentor and absences recorded by the mentor.

A mentorship student should also be courteous and respectful, show initiative, have a cooperative attitude, follow rules and procedures, complete assignments, have appropriate dress, be organized, be honest and dependable, work well in groups, demonstrate leadership, be trustworthy, and be self-confident.

Criteria (checklist) for mentorship: (must meet **ALL** criteria)

- Entering 11th or 12th grade level
- Student on track for graduation
- Minimum GPA of 3.0
- Completed application form
- 2 teacher recommendations (1 academic, 1 elective)
- Parental approval
- Good attendance, **NO** discipline record
- **Most recent progress report attached (print from StudentVue)**

Additional information:

- Apprenticeship, internship, minimum day, and co-op students will not be considered for Mentorship.
- May earn up to 2 units as a mentor
- Must meet deadline for application process **Deadline: Friday, March 1, 2019 (to Media Center)**
- Student selection based on need/availability.

Why do you want to become a mentorship student?

Why should you be selected to become a mentorship student?

List two teachers (1 academic and 1 elective) who may be contacted for a recommendation. It is **YOUR** responsibility to get both teacher recommendation forms to your chosen teachers.

(Academic Teacher)

(Subject)

(Elective Teacher)

(Subject)

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Mentorship Teacher Recommendation

Student Name _____

Please check the appropriate box:

	Always	Sometimes	Never
Courteous and respectful			
Shows initiative			
Cooperative attitude			
Follows rules and procedures			
Completes assignments			
Appropriate dress			
Organized			
Honest and dependable			
Works well in groups			
Demonstrates leadership			
Trustworthy			
Self-Confident			

Comments:

Any concerns you might have about this student working in an administrative office?

Based upon your knowledge of this student, what area would their skills best serve Allatoona? Circle one:

1. Attendance
2. Front office
3. Counseling
4. Media Center
5. Department

Teacher Name _____

Teacher Signature _____

Subject _____

Date _____

Recommendation must be turned in to Mrs. Kurtz before March 1, 2019.

Mentorship Teacher Recommendation

Student Name _____

Please check the appropriate box:

	Always	Sometimes	Never
Courteous and respectful			
Shows initiative			
Cooperative attitude			
Follows rules and procedures			
Completes assignments			
Appropriate dress			
Organized			
Honest and dependable			
Works well in groups			
Demonstrates leadership			
Trustworthy			
Self-Confident			

Comments:

Any concerns you might have about this student working in an administrative office?

Based upon your knowledge of this student, what area would their skills best serve Allatoona? Circle one:

1. Attendance
2. Front office
3. Counseling
4. Media Center
5. Department

Teacher Name _____

Teacher Signature _____

Subject _____

Date _____

Recommendation must be turned in to Mrs. Kurtz before March 1, 2019.