

# ELK RIVER HIGH SCHOOL PROCTOR APPLICATION

\* **COMPLETED APPLICATION DUE NO LATER THAN 10 DAYS AFTER 1<sup>st</sup> DATE OF SEMESTER** \*  
 (Applications received after 10 days may be approved, but no credit will be given)

STUDENT NAME \_\_\_\_\_ GRADE: **11 or 12**  
(PRINTED NAME) (CIRCLE ONE)

TEACHER NAME \_\_\_\_\_ SCHOOL YEAR: 20\_\_\_\_/20\_\_\_\_

SEMESTER 1      SEMESTER 2      CLASS HOUR 1 2 3 4 5 6  
(CIRCLE ONE) (CIRCLE ONE)

**GRADING:** To meet the qualifications for credit, peer tutors must meet the expectations of the staff member they are working with and have an appropriate attendance record. This opportunity is a **PASS / FAIL** course and doesn't affect the student's cumulative GPA.

I acknowledge that I may only proctor for a total of two semesters during my 11<sup>th</sup> and 12<sup>th</sup> grade years; where I may earn ½ of a credit, per semester, upon successful completion.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I have spoken with this student in regards to the duties of a proctor within my classroom. I would like this student to be a proctor for me provided all other criteria are met.

TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CASE MANAGER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(when applicable)

I acknowledge that my student has applied to be a proctor and understand that they are taking this in place of a regular class in which they could earn a full credit. My child will receive ½ of a credit will be given upon successful completion of being a proctor.

PARENT / GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*All school fees must be paid and up to date before this application can be approved\*\***

**TO BE FILLED OUT BY COUNSELOR**

On Track to Graduate?       Does Not Exceed Proctor Credits?

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TO BE FILLED OUT BY SCHEDULING SECRETARY**

All Obligations are cleared?

Date Received \_\_\_\_\_ Entered into Campus \_\_\_\_\_

Date Removed from Proctoring \_\_\_\_\_ Reason for Removal: \_\_\_\_\_

**TO BE FILLED OUT BY PRINCIPAL**

Approved?       Denied?

Reason(s): \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_