



Houston Independent School District

S.P. Waltrip High School

1900 West 34th Street · Houston, Texas 77018-6186

Phone: 713-688-1361 · Fax: 713-556-4297 · Website: www.houstonisd.org/waltriphs



Michael Niggli
Principal

Accelyn Williams-Hickman
Assistant Principal

Anita Griffin
12th Grade Counselor

| _____
(Print Name)

(ID Number)

have been approved for Office Worker/Lab Assistant for 2021-2022. By signing this document, I am agreeing to the following:

- Reporting to my assigned area and/or facilitator on time and remain there until dismissed. Avoid roaming the halls during Office Worker/Lab Assistant assigned period.
- Providing exceptional customer service to visitors/students/teachers in various areas, prepare materials for students/parents, interdepartmental correspondence, run errands, assist visitors/students in key areas around the campus.
- If I am seen wandering campus during my office worker/lab assistant period, I will be placed in a class.

Student's Signature

Parent/Guardian Signature
(Required regardless of student age)

Return form to Grade Level Assistant Principal **by Wednesday, September 1, 2021.**

FOR OFFICE USE ONLY:

Decision: Approved _____ Denied _____

Administrator: _____ Date: _____

Reason (s) for denial:

