



GATEWAY HIGH SCHOOL

93 Panther Paw Trail, Kissimmee, Fl. 34744

Executive Intern Application

Full Name _____ Date of Birth _____

Grade 11th 12th Student ID # _____ Email _____

Executive Assistant Criteria:

1. Understand the Role

- **Responsibility:** As a teacher assistant, you will support teachers with classroom management, preparing materials, and helping fellow students. Understand that this role requires maturity, responsibility, and confidentiality.
- **Commitment:** Be ready to commit to the role for the entire duration of the internship. Consistent attendance and punctuality are expected.

2. Eligibility Requirements

- **Academic Standing:** -This is a privilege available to students in good standing; those with sufficient credits and on track to meet state and local graduation requirements.
- Student has met FSA ELA or concordant.
- Student has met Algebra 1 EOC or concordant.
- Student has a minimum 3.0 unweighted grade point average (GPA).
- Student has received a college/career readiness indicator on their transcript (prior to senior year).
- To receive a college/career readiness indicator, students can either:
 - a. Pass an Advanced Placement (AP) or International Baccalaureate exam.
 - b. Be dual enrolled at Valencia or UCF and pass a class (earning college credit).
 - c. Pass an industry certification exam (specified test in a CTE course at GHS or Osceola Technical College)
- **Attendance Record:** Have a strong attendance record, as reliability is crucial in this role.
- **Teacher Approval:** Obtain approval from 2 teachers and an administrator in order to be eligible for the class.

Preferred Subject Area

Content: English Math Science History Foreign Lang. Art Band
 ROTC PE IB Other _____

Teacher: _____

Teacher Signature: _____

If the teacher is not available to supervise the student, where will the student report to?

Secondary Teacher: _____

Secondary Teacher Signature: _____

Preferred Period: _____

Student Signature: _____ Date _____

Academic Coach/Counselor
Signature: _____ Approved: Yes No

Administrator Signature: _____ Approved: Yes No